N O T I C E

Subject bibliographies in the Personnel Bibliography Series, also produced by the OPM Library, will not be published in 1982. These bibliographies were compiled from data in previous-year issues of Personnel Literature.

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TABLE OF CONTENTS

Item No.

Absenteeism..........1-2
Assessment Centers..........3
Attitude Surveys..........4
Career Staffing..........5-6
Change, Organizational..........7-10
Civil Service, Federal..........11-12
Civil Service, Foreign..........13-14
Civil Service, International..........15
College Graduates..........16
Compensation..........17-35
Consultants..........36-39
Counseling..........40
Electronic Data Processing--
  Effects..........41
Employee Conduct..........42-47
Employee Health and Medical
  Care..........48-52
Employees' Compensation..........53
Equal Opportunity in Employment..........54-60
Ethics..........61
Executives..........62-64
Executives--Abilities and
  Characteristics..........65-74
Executives--Compensation..........75-81
Executives--Evaluation..........82
Executives--Health and Medical
  Care..........83-84
Executives--Recruitment..........85
Executives--Responsibilities..........86-87
Executives--Selection and Tests..........88
Executives--Training..........89
Freedom of Information..........90
Grievances and Appeals..........91
Group Relations..........92
Handicapped..........93-97
Health Personnel..........98
Hours of Work..........99-101
Human Relations..........102-104

Item No.

Job Analysis..........105-106
Job Enrichment and Enlargement..........107
Job Satisfaction..........108-113
Labor-Management Relations..........114-116
Labor Turnover..........117
Leadership..........118
Leave..........119
Management..........120-121
Management by Objectives..........122
Mobility..........123-124
Motivation..........125-127
Occupations and Occupational
  Choice..........128-132
Older Worker..........133
Organizations..........134-136
Overseas Personnel..........137
Participative Management..........138-140
Performance Evaluation..........141-145
Personnel Administration..........146-153
Position Management..........154
Productivity..........155-162
Promotion..........163
Public Administration..........164-166
Public Relations..........167
Reduction in Force..........168-171
Relocation..........172-174
Retirement..........175-179
Safety..........180-182
Scientists and Engineers..........183-188
Supervision..........189
Supervisors..........190-195
Tests..........196
Training..........197
Training Administration..........198-199
Women--Employment..........200-201
Work Life..........202-205
Workforce Planning..........206

ABSENTEEISM

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Descriptors: *Absenteeism / *Labor turnover / *Discipline / State government / Local government.

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Employed but not at work: a review of unpaid absences. Monthly labor review, 104:18-22, November 1981.
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[Content validity of assessment center tests.] Academy of Management review, 6:551-568, October 1981.
Contents: Some problems with applying content validity evidence to assessment center procedures, by George F. Dreher and Paul R. Sackett; The assessment center and content validity: a reply to Dreher and Sackett, by Steven D. Norton; Some misconceptions about content-oriented validation: a rejoinder to Norton, by Paul R. Sackett and George F. Dreher.
Descriptors: *Assessment centers--Administration--Evaluation / *Executives--Selection / *Content validity / U.S. Equal Employment Opportunity Commission--Rules and practice.

ATTITUDE SURVEYS

1-4 Ie543 .B61s
Blasingame, Margaret C.
A selected bibliography on employee attitude surveys. Greensboro, N.C., Center for Creative Leadership, 1981. 42p. (Special report)
Descriptors: *Attitude surveys--Bibliography.

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McCulloch, Kenneth J.
Selecting employees safely under the law. Englewood Cliffs, N.J., Prentice-Hall, 1981. 392p.
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Are employment agencies jeopardizing your selection process? Personnel, 58:70-77, September-October 1981.
Descriptors: *Employment agencies / *Recruitment--Administration.

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Organizational development in a social service agency: preparing for the future. Public personnel management, 10:324-332, Fall 1981.
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Footnotes to organizational change. Administrative science quarterly, 26:563-577, December 1981.
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Managing organizational change: an integrative perspective. Journal of applied behavioral science, 17:191-211, no. 2 1981.
Descriptors: *Change, Organizational / *Change, Resistance to / *Change, Organizational--Case studies.

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Patronage, the public service and the courts. Public personnel management, 10:343-351, Fall 1981.
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What is merit? GAO review, 16:68-70, Spring 1981.
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Women in the civil service. Public administration (Gt. Brit.), 59:313-335, Autumn 1981.
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Marks and Spencer and the civil service: a comparison of culture and methods. Public administration (Gt. Brit.), 59:337-352, Autumn 1981.
Descriptors: *Great Britain--Civil service.

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Plantey, Alain.
The international civil service; law and management. New York, Masson, 1981. 456p.
An updated English version of the author's *Droit et Pratique de la Fonction Publique Internationale*, originally published in 1977 by the Centre National de la Recherche Scientifique.
Descriptors: *International civil servants / *International civil servants--Personnel policies / *International agencies.

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1-16 LB2371 .Am3f
American Council on Education.
Fact book for academic administrators. Washington, 1981. 1v.
Descriptors: *College graduates--Statistics / *Education, Higher--Statistics / *Universities and colleges--Statistics / College professors--Statistics.

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The comparable worth issue. Washington, 1981. 144p. (Government Employee Relations Report no. 935)
A BNA special report.
Descriptors: *Pay rates / *Pay rates--Cases / *Women--Pay--Cases / Equal opportunity in employment.

1-18
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The growth of fringe benefits: implications for social security. Monthly labor review, 104:3-10, November 1981.
Descriptors: *Fringe benefits--Statistics / *Fringe benefits--Taxation / *Fringe benefits--Costs / Social security / Futures (of society) / Federal government.

1-19
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Descriptors: *Day care centers / Fringe benefits.

1-20 Ie59 .C76co 1980-81
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Compensation of municipal officials in Connecticut, 1980-81. Hartford, 1981. 39p.
Descriptors: *Municipal employees--Pay / *Mayors--Pay / Pay surveys / Local government.

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Full-time fire personnel in Connecticut; salaries, hours, vacations, pensions and other benefits, 1980-81. Hartford, 1981. 16p.
Descriptors: *Fire fighters--Pay / *Fire fighters--Fringe benefits / Local government.

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Pay equity and the San Jose strike. Library journal, 106:2079-2085, November 1, 1981.
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Descriptors: *Librarians--Pay / *Pay rates / *Women--Pay / Strikes / Municipal employees.

1-23
Hammer, Edson G., Mohammad Ahmadi and Lawrence P. Ettkin.
Long-term forecasting of employee benefits: an impossible task? Personnel administrator, 26:30-34+, December 1981.
Descriptors: *Fringe benefits--Surveys.

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Harron, Meyer J.
Another view of the merit pay system. Management (U.S. Office of Personnel Management), 2:18-20, Fall 1981.
Descriptors: *Performance-based pay--Administration / *Performance-based pay--Evaluation / *Middle managers--Pay / Supervisors--Pay / Federal government.

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Hogler, Raymond L.
Equal pay, equal work, and the United States Supreme Court. Labor law journal, 32:737-744, November 1981.
Descriptors: *Pay rates--Cases / *Women--Discrimination--Cases.

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Flexible compensation: it could work for your benefit. New York, 1981. 6p. (Benefit bulletin 81-17)
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Lindsey, Fred D.
Employe benefits' bigger bite. Nation's business, 69:75-76, December 1981.
Descriptors: *Fringe benefits--Surveys / *Fringe benefits--Costs.

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Maas, Joe.
Merit pay--potentials and pitfalls; SBA's experience. Performance (U.S. Office of Personnel Management), 2:1-4, December 1981.
Based on a speech by Joe Maas, Director of Personnel, U.S. Small Business Administration, and principal architect of SBA's merit pay system.
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1-29
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Unionization and income inequality. Industrial relations, 20:271-285, Fall 1981.
Descriptors: *Union members--Pay / *Pay research / *Pay rates--Research / Afro-Americans--Pay--Research.

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Is equal pay for comparable work fair? Personnel journal, 60:964-968, December 1981.
Descriptors: *Pay rates--Administration--Evaluation.

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Federal fringe benefit facts, 1980. Prepared by Compensation Group. Washington, U.S. Govt. Print. Off., 1981. 42p.
Descriptors: *Retirement--Statistics / *Insurance, Health--Statistics / *Insurance, Life--Statistics / Retirees--Insurance--Statistics / Federal government.

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Salary table no. 67, executive branch of the government. Prepared by Compensation Group. Washington, U.S. Govt. Print. Off., 1981. 27p. (OPM doc. 124048-6)
Descriptors: *Pay tables / Federal government.

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Federal civilian and military pay increases; message to the Congress transmitting the reports [of the Pay Agent and the Advisory Committee on Federal Pay]. November 16, 1981. Weekly compilation of Presidential documents, 17:1262-1263, November 23, 1981.
Descriptors: *Pay increases / *Pay comparability / Federal government.

1-34 Ie537 .V81w 1981
Virginia. Employment Commission.
Wage rates & fringe benefits for selected occupations paid by Virginia manufacturers, 1981. Richmond, 1981. 136p.
Descriptors: *Office workers--Pay / *Blue collar workers--Pay / *Fringe benefits--Surveys / Pay surveys / Local government.

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Wilson, Guy.
Comparable worth--a socioeconomic issue for the eighties. GAO review, 16:46-49, Fall 1981.
Descriptors: *Pay rates / *Pay rates--Bibliography / Women--Pay.

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Consultants: new target for budget trimmers. U.S. news & world report, 91:39-40, December 21, 1981.
Descriptors: *Government consultants--Utilization / Conflict of interest / Federal government.

1-37
Czarnecki, Gerald W.
The case for internal consulting. Journal of systems management, 32:6-13, November 1981.
Descriptors: *Management consultants--Utilization.

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Kelley, Robert E.
Consulting; the complete guide to a profitable career. New York, Scribner's, 1981. 258p.
Descriptors: *Consultants / *Management consultants.

1-39
Thomson, Harvey A.
Consulting for results. Business horizons, 24:62-65, November-December 1981.
Descriptors: *Management consultants.

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1-40

DiNuzzo, Theresa M. and E. L. Tolbert.

Promoting the personal growth and vocational maturity of the re-entry woman: a group approach. Journal of the National Association for Women Deans, Administrators, & Counselors, 45:26-31, Fall 1981.

Descriptors: *Women--Counseling / *Group counseling.

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1-41 Id201 .K85m

Kraemer, Kenneth L., William H. Dutton and Alana Northrop.

The management of information systems. New York, Columbia University Press, 1981. 416p.

Descriptors: *Electronic data processing departments--Management / *Information systems--Administration--Evaluation / Local government.

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1-42 Ie478 .C42c

Cherrington, David J. and J. Owen Cherrington.

The climate of honesty in retail stores. Provo, Utah, 1981. 30p.

Prepared for presentation at the American Psychological Association annual meeting in Los Angeles, 1981.

Descriptors: *Employee conduct--Research / *Employee theft--Research.

1-43

Halatin, T. J.

Plan to avoid the holidaze. Supervision, 43:9-10, November 1981.

Descriptors: *Holidays / *Employee conduct.

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Orentlicher, Diane F.

Snepp v. United States: the CIA secrecy agreement and the first amendment. Columbia law review, 81:662-706, April 1981.

Descriptors: *Federal employees--Civil rights / *Information policy--Cases / *Terms of employment--Cases / U.S. Central Intelligence Agency / Federal government.

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Descriptors: *Employee theft.

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Whistleblowing and the Federal employee; blowing the whistle on fraud, waste, and mismanagement--who does it and what happens. Prepared by Office of Merit Systems Review and Studies. Washington, U.S. Govt. Print. Off., 1981. 1v.
Descriptors: *Whistleblowing / *Federal employees--Attitudes / Fraud / Federal government.

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1-48 S/I
CRT viewing; I and II. Human factors, 23:385-437, August 1981; 23:515-586, October 1981.
Partial contents: An investigation of health complaints and job stress in video display operations, by Michael J. Smith and others; Evaluation of work station design factors in VDT operations, by Lambert W. Stammerjohn, Michael J. Smith and Barbara G. Cohen; A radiation and industrial hygiene survey of video display terminal operations, by William E. Murray; Visual fatigue and occupational stress in VDT operators, by Marvin J. Dainoff, Alan Hopp and Peter Crane; Qualification of inspectors for subjective testing by constellation graph, by Hiroshi Ohta; Training programs for inspection, by S. J. Czaja and C. G. Drury; Aging and pretraining in industrial inspection, by S. J. Czaja and C. G. Drury; Visual fatigue and cathode ray tube display terminals, by Ronald R. Mourant, Raman Lakshmanan and Roongrojn Chantadisai; Effects of visual display units on the eyes: a bibliography (1972-1980), by Richard A. Matula.
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How you can beat job burnout. Parade, p. 12+, November 22, 1981.
Descriptors: *Stress, Psychological / *Fatigue, Mental / *Mental health / Relaxation techniques / Diet / Physical fitness.

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Descriptors: *Health, Employee--Case studies / Absenteeism control--Methods / Medical care--Costs / Heart--Diseases.

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Descriptors: *Stress, Psychological / *Reduction in force--Psychological aspects / Federal employees / Federal government.

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Descriptors: *Health, Employee / *Women--Employment / *Stress, Psychological / Mothers--Employment / Occupational diseases / Accidents.

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Oxfeld, Eric J.
Putting 'work' back into workers' compensation. Occupational health & safety (safety edition), 50:80-83, September 1981.
Descriptors: *Employees' compensation--Administration.

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Descriptors: *Religious discrimination--Cases / *Union security--Cases.

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Affirmative action in public administration in the South: a human resources approach. Southern review of public administration, 5:148-161, Summer 1981.
Descriptors: *Afro-American political executives / *Afro-Americans--Employment.

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Employee relations, religion and the Constitution. Personnel journal, 60:920-921, December 1981.
Descriptors: *Religious discrimination--Cases.

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Descriptors: *Affirmative action / *Affirmative action--History / *Minority groups--Discrimination / Equal opportunity in employment.

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Descriptors: *Affirmative action / *Civil rights / *Equal opportunity in employment.

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Descriptors: *Women--Employment--Statistics / *Minority group women--Employment / Afro-American women--Employment / Hispanic-Americans--Employment--Statistics / Indians--Employment--Statistics.

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Descriptors: *Ethics--Law and legislation / *U.S. Office of Government Ethics / Federal government.

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Senior executive service: the state of the art. Public personnel management, 10:299-312, Fall 1981.
Descriptors: *Senior executive service--Administration / *Senior executive service--Comparative studies / Federal government / State government / California / Minnesota / Oregon / Wisconsin / Iowa.

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EXECUTIVES--ABILITIES AND CHARACTERISTICS

1-65
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Why do executives leave the Federal service? Management (U.S. Office of Personnel Management), 2:13-15, Fall 1981.
Annette Gaul is a writer/editor in the Office of Public Affairs, U.S. Office of Personnel Management.
Descriptors: *Executives--Attitudes / *Senior executive service--Administration--Evaluation / *Resignation / Attitude surveys / Federal government.

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Horovitz, Bruce.
When should an executive lie? Industry week, 211:80-81+, November 16, 1981.
Descriptors: *Executives--Characteristics / *Reliability / Trust (Psychology) / Lie detectors and detection.

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Where they come from: CEOs in 1952 and 1980. Business horizons, 24:66-69, November-December 1981.
Descriptors: *Executives--Characteristics.

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Descriptors: *Executives--Abilities / *Leadership / *Organizational effectiveness.

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Descriptors: *Executives--Characteristics / *Leadership style / Personality / Self-evaluation.

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Descriptors: *Executives--Characteristics--Research / *Women executives--Characteristics / *Group conflict / Intergroup conflict.

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Descriptors: *Executives--Attitudes--Research / Decision-making--Research / Executives--Abilities / Leadership.

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Combining home and career responsibilities: the methods used by women executives in higher education. Journal of the National Association for Women Deans, Administrators, & Counselors, 45:20-25, Fall 1981.
Descriptors: *Women executives--Characteristics.

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1-75
Brinks, James T.
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Descriptors: *Executives--Pay / *Executives--Fringe benefits / Stock options / Executive perquisites / Deferred compensation.

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Executive pay and its new wrinkles. Best's review (life/health insurance edition), 82:22+, November 1981.
Descriptors: *Executive compensation / Pay compression / Pay surveys / Insurance companies.

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Ellig, Bruce R.
Executive compensation--a total pay perspective. New York, McGraw-Hill, 1982. 343p.
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Descriptors: *Executive compensation--Statistics / *Pay surveys / *Executives--Characteristics--Statistics.

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Lindroth, Joan.
Inflation, taxes and perks: how compensation is changing. Personnel journal, 60:934-940, December 1981.
Descriptors: *Executive perquisites / *Compensation administration / Fringe benefits.

1-80
McLaughlin, David J.
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Descriptors: *Executive compensation--Administration / Financial incentives / Executives--Motivation.

EXECUTIVES--COMPENSATION (Cont'd)

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Executive compensation in Washington area high technology companies. Washington, 1981. 1v.
Descriptors: *Executive compensation / *Executive compensation--Statistics / *Stock options.

EXECUTIVES--EVALUATION

1-82
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Role of the PRB in the bonus decision: pitfalls to avoid. Public personnel management, 10:296-298, Fall 1981.
John V. Sauter was sponsored by the U.S. Office of Personnel Management as a 1980-1981 post doctoral researcher.
PRB = Performance Review Board.
Descriptors: *Executives--Evaluation--Administration--Evaluation / *Senior executive service--Administration / Bonus system--Administration / Federal government.

EXECUTIVES--HEALTH AND MEDICAL CARE

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Miller, Marc E.
What the doctors say about stress. Supervisory management, 26:35-39, November 1981.
Descriptors: *Executives--Health / *Stress, Psychological.

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Niehouse, Oliver L.
Burnout: a real threat to human resources managers. Personnel, 58:25-32, September-October 1981.
Descriptors: *Executives--Health / *Executives--Mental health / *Stress, Psychological / Personnel directors--Characteristics.

EXECUTIVES--RECRUITMENT

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Byrnes, Thomas A.
Why an executive search fails. Personnel journal, 60:922-923, December 1981.
Descriptors: *Executives--Recruitment / *Executive recruiters.

EXECUTIVES--RESPONSIBILITIES

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Executive agency lobbyists mastering the difficult art of 'Congressional liaison.' Congressional Quarterly weekly report, 39:2387-2392, December 5, 1981.
Descriptors: *Political executives--Responsibilities / *Lobbying / Lobbying--Law and legislation / Federal government.

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Peterson, Dan.
Role and function of the safety manager. Occupational health & safety (safety edition), 50:63-65, September 1981.
Descriptors: *Executives--Responsibilities / *Safety--Administration.

EXECUTIVES--SELECTION AND TESTS

1-88
Weldon, Thomas D. and Norman R. Weldon.
Meeting expectations: new MBAs and their employers. Business horizons, 24:30-34, November-December 1981.
Descriptors: *Executives--Selection / *Master of business administration degree recipients--Utilization / Management development / Executives--Motivation / Mentors / Trainees--Selection.

EXECUTIVES--TRAINING

1-89
Hoy, Frank, W. Wray Buchanan and Bobby C. Vaught.
Are your management development programs working? Personnel journal, 60:953-957, December 1981.
Descriptors: *Management development--Administration / *Executives--Training--Administration / Self-evaluation.

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TABLE OF CONTENTS

Item No.

Absenteeism.....1
Career Staffing.....2-4
Change, Organizational.....5
Civil Service.....6
Civil Service, Federal.....7-13
Civil Service, Foreign.....14
Communication.....15-16
Compensation.....17-25
Consultants.....26-29
Discipline.....30
Electronic Data Processing--Effects.....31
Electronic Data Processing Personnel.....32
Employee Conduct.....33-36
Employee Health and Medical Care.....37-42
Employees' Compensation.....43-44
Equal Opportunity in Employment.....45-48
Ethics.....49-51
Executives.....52-58
Executives--Abilities and Characteristics.....59-71
Executives--Compensation.....72-73
Executives--Health and Medical Care.....74
Executives--Responsibilities.....75
Executives--Selection and Tests.....76
Executives--Training.....77-80
Group Relations.....81-83
Handicapped.....84
Health Personnel.....85-86
Hours of Work.....87-91
Human Relations.....92-93
Insurance, Health.....94
Interviewing.....95-96
Job Analysis.....97-98
Job Design.....99
Job Enrichment and Enlargement.....100

Item No.

Job Evaluation.....101-102
Job Satisfaction.....103-108
Job Search.....109
Labor-Management Relations.....110-116
Labor Turnover.....117-118
Leadership.....119
Management.....120-128
Management by Objectives.....129-130
Occupations and Occupational Choice.....131-134
Older Worker.....135
Organizations.....136-137
Participative Management.....138-146
Performance Evaluation.....147-154
Personnel Administration.....155-158
Personnel Records.....159
Position Classification.....160
Productivity.....161-172
Professional Employees.....173-175
Public Administration.....176-179
Reduction in Force.....180
Relocation.....181
Retirement.....182-185
Safety.....186
Scientists and Engineers.....187
Supervision.....188-189
Supervisors.....190-193
Tests.....194-196
Training.....197
Training Administration.....198-204
Training Evaluation.....205-206
Training Methods.....207
Transportation, Employee.....208-209
Women--Employment.....210-212
Work Life.....213-215
Youth.....216

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Descriptors: *Quality circles--Administration / *Participative management / Japan.

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Descriptors: *Productivity improvement.

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Descriptors: *Productivity improvement--Methods / *Decision-making--Methods / *Leadership style / Motivation / Participative management.

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Descriptors: *Productivity--Research / *Frustration / *Working conditions / Technological change.

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Descriptors: *Professional employees / *Promotion--Research / *Performance--Research / Transfer--Research.

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Descriptors: *Public administration--Theory / *Bureaucracy.

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Descriptors: *Public administration--Study and teaching--Evaluation.

2-178
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2-186

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Descriptors: *Safety--Administration--Evaluation / Industry / Great Britain.

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Descriptors: *Women scientists--Employment / *Women engineers--Employment / *Women--Employment--Statistics / Women--Education--Statistics.

SUPERVISION

2-188
Baker, H. Kent and Stevan Holmberg.
Managing time and job pressures. Supervisory management, 26:25-32, December 1981.
Descriptors: *Supervision--Methods / *Time management.

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Descriptors: *Quality of working life / *Collective bargaining / Unions.

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Descriptors: *Youth--Employment--Research / *Part-time work.

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TABLE OF CONTENTS

Item No.
Absenteeism....1
Career Planning....2-3
Career Staffing....4-7
Change, Organizational....8-9
Civil Service, Federal....10-15
Civil Service, Foreign....16-17
College Graduates....18-19
Compensation....20-41
Counseling....42-48
Electronic Data Processing Personnel....49
Employee Conduct....50-54
Employee Health and Medical Care....55-66
Employees' Compensation....67-69
Equal Opportunity in Employment....70-74
Ethics....75-76
Executives....77-79
Executives--Abilities and Characteristics....80-84
Executives--Compensation....85-87
Executives--Evaluation....88-89
Executives--Recruitment....90-91
Executives--Responsibilities....92-93
Executives--Training....94-96
Group Relations....97
Handicapped....98
Hours of Work....99-105
Human Relations....106-107
Insurance, Health....108
Insurance, Life....109-110
Internship....111-112
Interviewing....113
Job Analysis....114
Job Enrichment and Enlargement....115-116
Job Evaluation....117
Job Satisfaction....118-120
Labor Force....121
Labor-Management Relations....122-131

Item No.
Labor Turnover....132-135
Leadership....136-137
Management....138-145
Management by Objectives....146
Minority Groups--Employment....147-148
Mobility....149
Motivation....150-154
Occupations and Occupational Choice....155-156
Older Worker....157
Organizations....158-159
Participative Management....160-162
Performance Evaluation....163-168
Personnel Administration....169-171
Personnel Records....172
Position Classification....173-174
Position Management....175
Productivity....176-179
Professional Employees....180-181
Public Administration....182-183
Reduction in Force....184-185
Relocation....186
Removal....187-190
Retirement....191-196
Retirement Planning....197
Safety....198-199
Supervision....200-203
Supervisors....204
Tests....205-209
Training....210-212
Training Administration....213-216
Training Evaluation....217-218
Training Methods....219-220
Women--Employment....221-223
Work Life....224-227
Workforce Planning....228-230

ABSENTEEISM

3-1
Horgan, James F.
Absenteeism. Management world, 10:14-15, June 1981.
Descriptors: *Absenteeism--Control / Youth.

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"Career success requires we know more...about ourselves." Training and development journal, 36:32-37, January 1982.
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The dual career couple dilemma. Journal of college placement, 42:26-30, Winter 1982.
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Descriptors: *Employment services--Directories / *Information sources--Directories / Federal government.

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Partial contents: Reemployment rights; Employment in the Federal government.
Descriptors: *Veterans--Preference / *Veterans--Employment / *Veterans--Benefits / Federal government / State government / Local government.

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Descriptors: *Federal employees--Liability--Bibliography / *Liability (Law)--Bibliography / Federal government / State government / Local government.

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Contents: The war on civil servants, by Murray Comarow; There is no 'war on civil servants,' by Donald J. Devine.
Donald J. Devine is director of the U.S. Office of Personnel Management.
Exchange of views originally published in the Washington Post, p. A19, August 25, 1981; p. A31, September 4, 1981 (Personnel Literature, item 10-14, October 1981).
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Descriptors: *Canada--Civil service / *Executives--Personnel policies / *Middle managers--Personnel policies.

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Descriptors: *Master of business administration degree recipients / Master of business administration degree.

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Descriptors: *College professors--Pay--Statistics / *Women college professors--Pay.

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Descriptors: *Fringe benefits--Statistics / *Fringe benefits--Surveys.

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Descriptors: *Fringe benefits / *Prepaid legal services.

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Sales compensation: a systematic approach. Compensation review, 14:21-45, First quarter 1982.
Descriptors: *Sales workers--Pay--Administration.

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Descriptors: *Pay research / *Pay surveys / *Occupations.

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Descriptors: *Nurses--Pay / *Hospital workers--Pay / *Union members--Pay.

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How to set up flexible benefits. Compensation review, 14:68-74, First quarter 1982. Reprinted from 1980 Regional Conference Proceedings, American Compensation Association.
Descriptors: *Cafeteria compensation--Administration.

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The decline of real faculty salaries in the 1970s. Quarterly review of economics and business, 21:7-12, Winter 1981.
Descriptors: *College professors--Pay / *Pay--Comparative studies.

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Analyzing the equal pay equation. Management world, 10:8-9+, September 1981.
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Work and families: what is the employer's responsibility? Personnel journal, 61:30-38, January 1982.
Descriptors: *Fringe benefit administration / *Fringe benefit administration--Case studies / Family (Sociological unit) / Day care centers / Flexible working hours / Cafeteria compensation.

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Descriptors: *Day care centers--Research.

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The comparable worth controversy. Public personnel management, 10:371-383, Winter 1981.
Descriptors: *Pay rates / *Pay rates--Case studies / *Job evaluation / Washington (State) / Women--Discrimination / State employees--Pay.

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Risher, Howard and Marsha Cameron.
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Descriptors: *Pay administration--Evaluation / *Pay rates / Women--Discrimination / Regression analysis.

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Who's using the new fringes? Management world, 10:26-27+, August 1981.
Descriptors: *Fringe benefits--Surveys.

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Part 1 of a two-part article.
Descriptors: *Disability benefits--Cases / *Women--Discrimination--Cases / *Pregnancy / Disability benefits--Law and legislation / Maternity leave--Cases.

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Partial contents: Public employment and earnings.
Descriptors: *Government employees--Statistics / *Pay / *Finance, Public--Statistics / Federal government / State government / Local government.

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Pay structure of the Federal civil service, March 31, 1980. Prepared by Agency Relations Group. Washington, U.S. Govt. Print. Off., 1981. 51p. (SM 33-80)

At head of title: Federal civilian work force statistics.

Descriptors: *Pay surveys / *Pay--Statistics / *Civil service--Statistics / Pay systems / Federal government.

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Descriptors: *Pay administration / *Japan / Seniority.

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Descriptors: *Counseling--Cases / *Counselors--Responsibilities.

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Descriptors: *Employee counseling--Case studies.

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Paritzky, Richard S. and Thomas M. Magoon.

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Descriptors: *Group counseling.

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Descriptors: *Biofeedback training / *Counseling--Methods / Literature reviews.

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How counselors influence clients. Personnel and guidance journal, 60:345-349, February 1982.
Descriptors: *Counselors--Responsibilities.

ELECTRONIC DATA PROCESSING PERSONNEL

3-49
Pearson, Michael A.
Securing the small business computer. Management world, 10:35-37, August 1981.
Descriptors: *Electronic data processing departments--Security measures / Computer crimes / Employee theft--Control.

EMPLOYEE CONDUCT

3-50
Field, Anne.
Harassment on campus: sex in a tenured position? Ms., 10:68+, September 1981.
Descriptors: *Harassment--Case studies / Women college professors / Women college students.

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Gilmore, Carol B.
To catch a corporate thief. S.A.M. advanced management journal, 47:35-39, Winter 1982.
Descriptors: *Employee theft--Control.

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James, Jennifer.
Sexual harassment. Public personnel management, 10:402-407, Winter 1981.
Descriptors: *Harassment / Sexual ethics.

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Waks, Jay W. and Michael G. Starr.
Sexual harassment in the work place: the scope of employer liability. Employee relations law journal, 7:369-388, Winter 1981-82.
Descriptors: *Harassment--Cases / *Employers' liability--Cases / Sexual ethics.

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Bellin, Judith S. and Reva Rubenstein.
Genes and gender in the workplace. Occupational health & safety (health edition), p. 16+, January 1982.
Descriptors: *Health, Employee / *Hazardous occupations / *Women--Employment / Chemical workers.

3-56
Camisa, Kenneth P.
How alcoholism treatment pays for itself. S.A.M. advanced management journal, 47:53-56, Winter 1982.
Descriptors: *Alcoholic employees--Rehabilitation--Administration / *Alcoholic employees--Rehabilitation.

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Collings, Gilbeart H., Jr.
Managing the health of the employee. Journal of occupational medicine, 24:15-17, January 1982.
Descriptors: *Health, Employee--Administration.

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Cooper, Cary L., M. J. Davidson and P. Robinson.
Stress in the police service. Journal of occupational medicine, 24:30-36, January 1982.
Descriptors: *Stress, Psychological / *Police--Attitudes / *Supervisors--Attitudes / Mental health / United Kingdom.

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Farber, Leslie R.
Giving employees in crisis what they need. Supervisory management, 27:34-39, January 1982.
Descriptors: *Emotionally disturbed employees / *Supervisors--Responsibilities / *Counseling.

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Harris, George.
Occupational health risks and the worker's right to know. Yale law journal, 90:1792-1810, July 1981.
Descriptors: *Occupational diseases / *Employee rights--Law and legislation / *Information policy / Hazardous occupations / Medical records.

3-61
Illinois Bell program helps troubled employees. Employee benefit plan review, p. 26+, January 1982.
Descriptors: *Alcoholic employees--Rehabilitation--Case studies.

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McGeveran, William A., Jr.
Meditation at the telephone company. Wharton magazine, 6:28-32, Fall 1981.
Descriptors: *Meditation--Case studies / *Stress, Psychological--Control / Health, Employee / Telephone workers.

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3-63
Movit, Mitchell S.
Physical examinations and company liability: a legal update. Personnel journal, 61:47-53, January 1982.
Descriptors: *Medical and physical examinations--Cases / *Employers' liability--Cases / Medical records.

3-64
Pelligrino, John F.
Teaching stress management: meeting individual and organizational needs. S.A.M. advanced management journal, 46:27-30+, Spring 1981.
Descriptors: *Stress, Psychological / *Stress, Psychological--Control.

3-65
[Psychological stress.] Management world, 10:8-15, July 1981.
Contents: What you should know about stress, by William M. Womack, James W. Mundt and Richard Reinking; Biofeedback; a new strategy for coping with stress, by Patrick Lustman and Dennis J. O'Hara; Stress and the specter of the law, by Mark Lipton.
Descriptors: *Stress, Psychological / *Stress, Psychological--Control / *Employees' compensation / Relaxation techniques / Biofeedback training.

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Weigel, Randy and Sheldon Pinsky.
Managing stress: a model for the human resource staff. Personnel administrator, 27:56-60, February 1982.
Descriptors: *Stress, Psychological / Training courses of study / Attitude surveys.

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3-67
Antilla, Susan and Henriette Sender.
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Descriptors: *Management theory--Research / Literature reviews.

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James P. Pfiffner was special assistant to the deputy director of the U.S. Office of Personnel Management in 1980.
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Estler, Suzanne E.
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Descriptors: *Mobility, Occupational--Research / *Job enrichment.

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Descriptors: *Occupations--Comparative studies / *Personality / Interviewers--Attitudes.

OLDER WORKER

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French, Julia R. M-Fiche
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Baroni, Barry J.
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Descriptors: *Personnel administration--Problems, exercises, etc.

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Gildea, Joyce A.
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Descriptors: *Medical records / *Invasion of privacy.

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Sackett, Paul R., Edwin T. Cornelius, III and Theodore J. Carron.
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Descriptors: *Position classification / Factor evaluation system / Federal government.

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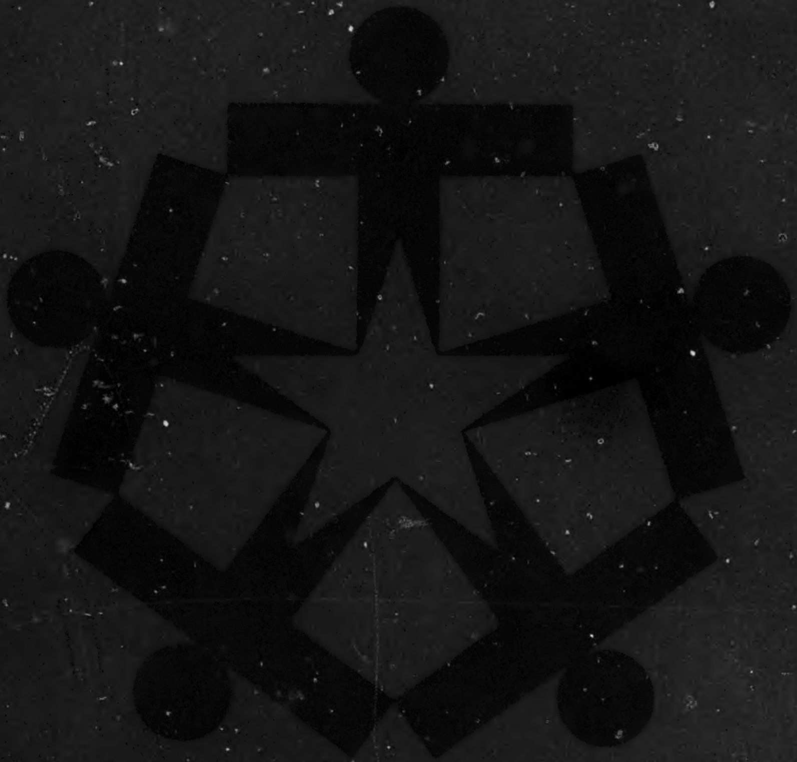

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TABLE OF CONTENTS

Item No.

Assessment Centers.................. 1-4
Attitude Surveys....................5-6
Career Planning.....................7-11
Career Staffing.....................12
Change, Organizational..............13-16
Civil Service.......................17-18
Civil Service, Federal..............19
Civil Service, Foreign..............20
College Students....................21
Communication.......................22-23
Compensation........................24-29
Consultants.........................30-31
Counseling..........................32-33
Creative Thinking...................34-35
Discipline..........................36
Electronic Data Processing--Effects.....................37-40
Electronic Data Processing Personnel........................41
Employee Conduct....................42-44
Employee Health and Medical Care........................45-48
Employees' Compensation.............49
Equal Opportunity in Employment...50-52
Executives..........................53-58
Executives--Abilities and Characteristics.................59-66
Executives--Compensation..........67-68
Executives--Health and Medical Care.........................69-71
Executives--Responsibilities......72-74
Executives--Training..............75-77
Grievances and Appeals............78
Group Relations...................79-81
Handicapped.......................82-85
Health Personnel..................86-88
Hours of Work.....................89-95
Human Relations...................96-99
Insurance, Health.................100
Interviewing......................101-102

Item No.

Job Design........................103-104
Job Enrichment and Enlargement.........105
Job Satisfaction..................106-108
Job Search........................109-110
Labor Force.......................111
Labor-Management Relations........112-122
Labor Turnover....................123-124
Leave.............................125
Management........................126-128
Management by Objectives..........129-133
Minority Groups--Employment.......134
Motivation........................135-136
Occupations and Occupational Choice...........................137-141
Older Worker......................142-143
Organizations.....................144-146
Participative Management..........147-149
Performance Evaluation............150-158
Personnel Administration..........159-166
Personnel Departments.............167
Position Management...............168
Productivity......................169-173
Professional Employees............174-175
Promotion.........................176
Public Administration.............177-180
Public Relations..................181
Reduction in Force................182-185
Relocation........................186-187
Retirement........................188-192
Safety............................193-195
Scientists and Engineers..........196-197
Supervisors.......................198-200
Tests.............................201-204
Training..........................205-210
Training Administration...........211-220
Training Evaluation...............221
Training Methods..................222-228
Women--Employment.................229-233
Work Life.........................234-239

ASSESSMENT CENTERS

4-1
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Validity of behavioral assessment for predicting military recruiter performance. Journal of applied psychology, 67:3-9, February 1982.
Descriptors: *Assessment centers--Evaluation / *Prediction of occupational success / *Recruiters--Selection / Military personnel.

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Descriptors: *Assessment centers--History / *Assessment centers--Case studies.

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Descriptors: *Assessment centers / *Training evaluation--Case studies / *Training evaluation--Methods.

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Factors affecting the consensus judgment process in managerial assessment centers. Journal of applied psychology, 67:10-17, February 1982.
Descriptors: *Assessment centers--Research / Executives--Selection.

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Descriptors: *Attitude surveys / *Training officers--Responsibilities.

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Employee surveys: the risks, the benefits. Personnel, 59:65-70, January-February 1982.
Descriptors: *Attitude surveys.

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Need fulfillment in the career development of women. Journal of vocational behavior, 20:53-66, February 1982.
Descriptors: *Women--Career planning--Research / *Hierarchy of needs--Research.

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The role of mentors in developing careers; do women need mentors? Arlington, Va., Educational Resources Information Center, 1981. 12p. (ED 203 132)
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Descriptors: *Career planning / *Mentors / *Women college professors.

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Faculty expectations of doctoral and career mentors. Arlington, Va., Educational Resources Information Center, 1981. 16p. (ED 204 273)
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Descriptors: *Career planning / *Mentors--Responsibilities / *College professors--Attitudes.

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Paper presented at the annual meeting of the American Educational Research Association, Los Angeles, 1981.
Descriptors: *Career planning / *Mentors--Responsibilities / *College professors--Attitudes.

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Descriptors: *Personal development.

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Descriptors: *Terms of employment--Cases.

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The Theory Z turnaround of a public agency. Public administration review, 42:66-72, January-February 1982.
Descriptors: *Change, Organizational--Case studies / *Management improvement--Case studies / Municipal government / New York (City)--Civil service.

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Contents: High technology, rapid change, and world competition in the eighties: the place for OD, by Peggy Morrison; Relevance of current organization development values and assumptions to scarcity situations, by Hari Das.
Descriptors: *Organization development / Organizational effectiveness.

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Managing the unpredictable...a rational plan for coping with change. Management review, 71:52-57, February 1982.
Descriptors: *Organization development.

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Explicit problem modeling: an intervention strategy. Group & organization studies, 6:486-499, December 1981.
Descriptors: *Intervention techniques / *Organization development / Consultants / Problem solving.

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Just the beginning...personnel systems improvement in states and local government. Prepared by William A. Chadwick, Cynthia I. Burgess and Leta Wyatt, Office of Intergovernmental Personnel Programs. Washington, U.S. Govt. Print. Off., 1980. 15p. (IPP 152-115)
Descriptors: *Civil service reform--Law and legislation / *Personnel administration--Law and legislation / State government / Local government.

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U.S. Office of Personnel Management.
Legislative and regulatory reforms in state and local personnel systems. Prepared by Office of Intergovernmental Personnel Programs. Washington, U.S. Govt. Print. Off., 1981. 31p. (OIPP 152-157)
Descriptors: *Civil service reform--Law and legislation / *Administrative agencies--Rules and practice / State government / Local government.

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Descriptors: *Civil service reform--Administration--Evaluation / *Senior executive service--Administration--Evaluation / Federal government.

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Examining statistics on the higher civil service. Public administration (Gt. Brit.), 59:473-482, Winter 1981.
Descriptors: *Great Britain--Civil service--Statistics.

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Descriptors: *Master of business administration degree recipients--Employment.

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Proaction, not reaction, for effective employee communications. Personnel journal, 61:190-192, March 1982.
Descriptors: *Communication in personnel management / Meetings.

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Change in the organization: the detriment and benefit of the double bind. Group & organization studies, 6:500-513, December 1981.
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Easing the squeeze on the salary ladder. Industry week, 212:65+, February 22, 1982.
Descriptors: *Pay compression / *Pay administration / Industry.

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Pay and organization development. Reading, Mass., Addison-Wesley, 1981. 253p.
Descriptors: *Compensation administration / *Organization development.

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Employee ownership: issues, resources and legislation; a handbook for employees & public officials. Arlington, Va., National Center for Employee Ownership; Washington, Conference on Alternative State and Local Policies. 1v.
Descriptors: *Employee ownership--Handbooks, manuals, etc.

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Maintaining merit compensation in a high inflation economy. Personnel journal, 61:147-152, February 1982.
Descriptors: *Performance-based pay / *Inflation (Finance).

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Deferred pay: new way to save for retirement. U.S. news & world report, 92:82-83, March 15, 1982.
Descriptors: *Deferred compensation / Retirement planning.

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Directory of members [of the Association of Management Consulting Firms]. New York, 1982. 67p.
Formerly known as the Association of Consulting Management Engineers, Inc.
Descriptors: *Management consultants--Directories.

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Lundin, Stephen.
The case for the independent consultant. Training, 19:40+, January 1982.
Descriptors: *Consultants--Utilization / *Consultants--Pay.

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Blimline, Carol and others.
Counseling in a government agency: interventions for employees and supervisors. GAO review, 17:44-48, Winter 1982.
Descriptors: *Problem employees / *Employee counseling / Federal government.

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Becoming a mentor: are the risks worth the rewards? Supervisory management, 27:27-29, February 1982.
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The satisfaction of initiative. Supervisory management, 27:38-40, February 1982.
Descriptors: *Innovation / Supervisors--Responsibilities / Motivation.

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ELECTRONIC DATA PROCESSING--EFFECTS

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Descriptors: *Offices--Automation / *Technological change--Administration / *Change, Organizational.

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Descriptors: *Offices--Automation / *Man-machine systems.

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Descriptors: *Offices--Automation / *Office management / *Electronic data processing departments--Management.

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ELECTRONIC DATA PROCESSING PERSONNEL

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Descriptors: *Word processing personnel--Training.

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Hollinger, Richard and John Clark.
Employee deviance: a response to the perceived quality of the work experience. Work and occupations, 9:97-114, February 1982.
Descriptors: *Deviant behavior--Research / *Quality of working life--Research.

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Descriptors: *Employee conduct--Law and legislation / *Employers' liability--Law and legislation / *Selection--Cases / Torts / Employee conduct--Cases / Employers' liability--Cases.

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Rohan, Thomas M.
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Descriptors: *Drug abuse / *Drug abuse--Control / Employee theft / Accidents / Drug abusers--Rehabilitation.

EMPLOYEE HEALTH AND MEDICAL CARE

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Forney, Deanna S., Fran Wallace-Schutzman and T. Thorne Wiggers.
Burnout among career development professionals: preliminary findings and implications. Personnel and guidance journal, 60:435-439, March 1982.
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Descriptors: *Stress, Psychological / *Personal development--Research.

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Tinsley, LaVerne C.
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Descriptors: *Employees' compensation--Law and legislation / *Employees' compensation--Comparative studies.

EQUAL OPPORTUNITY IN EMPLOYMENT

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EQUAL OPPORTUNITY IN EMPLOYMENT (Cont'd)

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Ledvinka, James, Val H. Markos and Robert T. Ladd.
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Descriptors: *Afro-Americans--Selection / *Affirmative action / Models and modelmaking.

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Descriptors: *Executives / *Government employees--Public opinion / Australia--Civil service / Great Britain--Civil service.

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Reypert, L. J.
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Descriptors: *Administrative law judges--Evaluation / *Production standards / U.S. Social Security Administration--Administration--Evaluation / Federal government.

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Wellington, James K.
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Descriptors: *Executive succession--Case studies / *Executives--Selection / Public utility employees / Arizona.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

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Blake, Robert R. and Jane S. Mouton.
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Descriptors: *Leadership style--Research / *Managerial grid / *Executive effectiveness--Research.

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Bozeman, Barry and Elliot Cole.
Scientific and technical information in public management: the role of "gatekeeping" and channel preference. Administration & society, 13:479-493, February 1982.
Descriptors: *Executives--Attitudes--Research / *Research administration / Canada--Civil service / Information services.

4-61
Chacko, Thomas I.
Women and equal employment opportunity: some unintended effects. Journal of applied psychology, 67:119-123, February 1982.
Descriptors: *Women executives--Attitudes / Affirmative action.

4-62
Dingwall, R.
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Descriptors: *Executives--Abilities / Personal development.

4-63
Hayes, James L.
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Descriptors: *Executives--Characteristics / *Executives--Ethics.

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

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Descriptors: *Executives--Abilities / *Executives--Attitudes / *Obsolescence, Managerial / Demotion--Research / Older worker--Utilization / Denmark.

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Sheler, Jeffery L. and others.
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Descriptors: *Women executives--Characteristics.

4-66
West, Candace.
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Descriptors: *Women executives--Characteristics / *Organizational behavior--Research.

EXECUTIVES--COMPENSATION

4-67
Bonfield, Phyllis K.
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Descriptors: *Executives--Pay / *Executives--Fringe benefits / *Pay surveys / Fringe benefits--Surveys.

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Descriptors: *Executive compensation / *Reduction in force.

EXECUTIVES--HEALTH AND MEDICAL CARE

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Burke, Ronald J. and Tamara Weir.
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4-70
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EXECUTIVES--HEALTH AND MEDICAL CARE (Cont'd)

4-71
Klerman, Gerald L.
Fighting the management blues. Public management, 64:13-15, January 1982.
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EXECUTIVES--RESPONSIBILITIES

4-72
Caldwell, David F. and Charles A. O'Reilly, III.
Responses to failure: the effects of choice and responsibility on impression management. Academy of Management journal, 25:121-136, March 1982.
Descriptors: *Executives--Responsibilities--Research / *Communication in management--Research / *Organizational behavior--Research / College students--Attitudes.

4-73
Paolillo, Joseph G.
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Descriptors: *Executives--Responsibilities--Research / *Middle managers--Responsibilities / *Supervisors--Responsibilities--Research.

4-74
Young, Victor L.
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Descriptors: *Political executives--Responsibilities / *Canada--Civil service.

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Descriptors: *Executives--Training / *Management development / *Canada--Civil service.

4-76
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Descriptors: *Executives--Training--Case studies / *Role playing / Great Britain.

4-77
O'Reilly, A. P.
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Descriptors: *Management development / *Obsolescence, Managerial.

GRIEVANCES AND APPEALS

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Descriptors: *Grievances--Research / *Union stewards--Characteristics / Union stewards--Attitudes / Public utility employees.

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Baker, H. Kent and Stevan R. Holmberg.
Stepping up to supervision: building an effective work group. Supervisory management, 27:21-26, February 1982.
Descriptors: *Group relations / *Group dynamics / *Team development / Supervisors--Responsibilities.

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Berkhout, Jan.
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Descriptors: *Group dynamics / *Morale.

4-81
Guzzo, Richard A. and James A. Waters.
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Descriptors: *Decision-making--Group method--Research.

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Managing and employing the handicapped; the untapped potential. Lake Forest, Ill., Brace-Park, 1981. 363p.
Descriptors: *Handicapped--Employment.

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Schweitzer, Nancy J. and John Deely.
Interviewing the disabled job applicant. Personnel journal, 61:205-209, March 1982.
Descriptors: *Physically handicapped / *Interviewing / *Interviewers--Responsibilities.

4-84
Shook, Wayne.
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Descriptors: *Deaf--Employment.

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4-85 Ie361 .Un35h 1981
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Descriptors: *Handicapped--Employment / *Handicapped--Utilization / Federal government.

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Kernaghan, Salvinija G.
The nurse shortage: how can we turn the exodus around? Hospitals, 56:53-56, February 1, 1982.
Descriptors: *Nurses / *Participative management / Hospital administrators--Responsibilities / Labor turnover control.

4-87
McDonagh, Thomas J.
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Descriptors: *Physicians--Responsibilities / *Executives--Responsibilities.

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Traska, Maria R.
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Descriptors: *Nurses / *Hospital administrators.

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Descriptors: *Part-time work / *Part-time workers--Characteristics / *Leisure / Professional employees.

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Konecny, Michael F. and Panayotis D. Stoucas.
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Descriptors: *Work sharing--Evaluation / Program evaluation--Case studies / Canada--Civil service.

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McCarthy, Maureen E., Gail S. Rosenberg and Gary Lefkowitz.
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Descriptors: *Work sharing--Case studies / *Hours of work--Case studies / State government / Local government.

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Rosow, Jerome M.
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Descriptors: *Part-time work / *Office management.

4-94
Thomas, Edward G.
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Descriptors: *Flexible working hours / Surveys.

4-95
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Descriptors: *Part-time work / *Shorter workweek / Netherlands.

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Getting to yes: negotiating agreement without giving in. Boston, Houghton Mifflin, 1981. 163p.
Descriptors: *Human relations / *Negotiation / *Psychology, Applied.

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Descriptors: *Organizational behavior--Theory.

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Descriptors: *Human relations / *Personal development / Behavior modification.

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Descriptors: *Organizational behavior--Research / *Communication in management--Research / Social role.

INSURANCE, HEALTH

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Sass, Sherman G.
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Descriptors: *Insurance, Health--Costs.

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Felton, Barbara and Sue R. Lamb.
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Descriptors: *Interviewing / Selection--Methods.

4-102
Giles, William F. and Hubert S. Feild.
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Descriptors: *Interviewing--Research / *Interviewers--Characteristics / Work values.

JOB DESIGN

4-103
O'Connor, Edward J., Gloria C. Arnold and Rabi S. Bhagat.
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Descriptors: *Job design--Research / *Job factors--Research / Methodology.

4-104
Simplifying work. Public resource management, p. 3-4, January 1982.
Descriptors: *Job design / *Work simplification.

JOB ENRICHMENT AND ENLARGEMENT

4-105
Moberg, Dennis J.
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Descriptors: *Job enrichment / *Executives--Responsibilities / Executives--Abilities / Communication in management / Perception / Work values.

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Cheney, Paul H. and Gary W. Dickson.
Organizational characteristics and information systems: an exploratory investigation. Academy of Management journal, 25:170-184, March 1982.
Descriptors: *Job satisfaction research / *Management information systems--Administration.

4-107
Hull, Frank M., Nathalie S. Friedman and Theresa F. Rogers.
The effect of technology on alienation from work. Work and occupations, 9:31-57, February 1982.
Descriptors: *Alienation--Research / *Technology--Social aspects--Research.

JOB SATISFACTION (Cont'd)

4-108
Talarico, Susette M. and Charles R. Swanson, Jr.
Police perceptions and job satisfaction. Work and occupations, 9:59-78, February 1982.
Descriptors: *Police--Attitudes--Research / *Job satisfaction research.

JOB SEARCH

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Descriptors: *Job search / *Government service as a career / *Tests--Self-aids / Civil service / Federal government / State government.

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Krannich, Ronald L.
Moving out of government; a guide to surviving and prospering in the 1980's. Virginia Beach, Va., Impact Publications, 1982. 140p.
Descriptors: *Job search / *Career planning / *Federal employees--Career opportunities / Interviewing / Resumes / Federal government.

LABOR FORCE

4-111
Carey, Max L.
Three paths to the future: occupational projections, 1980-90. Occupational outlook quarterly, 25:2-11, Winter 1981.
Descriptors: *Employment forecasts / *Labor supply--Statistics.

LABOR-MANAGEMENT RELATIONS

4-112
Angel, Marina.
White-collar and professional unionization. Labor law journal, 33:82-101, February 1982.
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Descriptors: *White collar workers--Unions--Cases / *Professional employees--Unions--Cases / *Professional employees--Unions--Decisions / College professors / Health personnel.

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Beal, Edwin F. and James P. Begin.
The practice of collective bargaining. 6th ed. Homewood, Ill., Irwin, 1982. 594p.
Descriptors: *Collective bargaining--Textbooks / *Collective bargaining--Case studies / Federal government / Local government.

4-114
Deitsch, Clarence R. and David A. Dilts.
The COLA clause: an employer bargaining weapon? Personnel journal, 61:220-223, March 1982.
Descriptors: *Collective bargaining / *Cost of living increases / *Collective labor agreements.

4-115
Falk, Allen.
An American looks at German labor relations. Personnel journal, 61:198-202, March 1982.
Descriptors: *Labor-management relations / *Germany (West) / Industrial democracy / Works councils.

4-116
Hayford, Stephen L.
The impact of law and regulation upon the remedial authority of labor arbitrators in the Federal sector. Arbitration journal, 37:28-37, March 1982.
Descriptors: *Grievance arbitration--Decisions / *Grievance arbitration--Law and legislation / Federal government / Arbitrators.

4-117 Ie621 .H42c
Herman, E. Edward and Alfred Kuhn.
Collective bargaining and labor relations. Englewood Cliffs, N.J., Prentice-Hall, 1981. 572p.
Partial contents: Chap. 4, Collective bargaining in the public sector.
Descriptors: *Collective bargaining / *Labor-management relations / *Labor contract--Costs / Federal government / State government / Local government.

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Holley, William H., Jr. and Kenneth M. Jennings.
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Partial contents: Chap. 15, Collective bargaining in the Federal government.
Descriptors: *Labor-management relations / *Collective bargaining / Federal government.

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Hoover, John J.
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Descriptors: *Labor-management relations / *Union organizing / Strikes.

4-120
Koziara, Karen S., Mary I. Bradley and David A. Pierson.
Becoming a union leader: the path to local office. Monthly labor review, 105:44-46, February 1982.
Descriptors: *Unions--Officers--Characteristics.

4-121
Rosow, Jerome M.
A new direction for labor: quality of working life. World of work report, 7:17-19, March 1982.
Descriptors: *Labor-management relations / *Quality of working life.

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Descriptors: *Collective bargaining--Addresses, essays, lectures / *Industrial relations--Addresses, essays, lectures.

LABOR TURNOVER

4-123
Dreher, George F.
The role of performance in the turnover process. Academy of Management journal, 25:137-147, March 1982.
Descriptors: *Labor turnover--Research / Executives--Characteristics--Research / Professional employees--Characteristics--Research / Performance.

4-124
Michaels, Charles E. and Paul E. Spector.
Causes of employee turnover: a test of the Mobley, Griffeth, Hand, and Meglino model. Journal of applied psychology, 67:53-59, February 1982.
Descriptors: *Labor turnover--Research / Health personnel.

LEAVE

4-125
Modic, Stanley J.
Paid-days-off syndrome. Industry week, 212:9, February 22, 1982.
Descriptors: *Leave--Comparative studies / *Holidays--Comparative studies / Federal government.

MANAGEMENT

4-126 Ie638 .J26t
Januz, Lauren R. and Susan K. Jones.
Time-management for executives: a handbook from the editors of Execu-Time. New York, Scribner's, 1981. 232p.
Descriptors: *Time management.

4-127 Id22 .M72a
Morgan, James E., Jr.
Administrative and supervisory management. 2d ed. Englewood Cliffs, N.J., Prentice-Hall, 1982. 318p.
Previous edition entitled: Principles of Administrative and Supervisory Management.
Descriptors: *Management--Textbooks / *Human relations--Textbooks / *Supervision--Textbooks.

4-128 Id76 .T12c
Tagliaferri, Louis E.
Creative cost improvement for managers. New York, Wiley, 1981. 199p.
Cover title: Creative cost improvement for managers; a self-teaching guide.
Descriptors: *Cost control--Programmed instruction / *Cost reduction / Executives--Responsibilities.

MANAGEMENT BY OBJECTIVES

4-129 Id22 .M14m
Macdonald, Charles R.
MBO can work! how to manage by contract. New York, McGraw-Hill, 1982. 236p.
Descriptors: *Management by objectives.

MANAGEMENT BY OBJECTIVES (Cont'd)

4-130 Id72 .P27or
Patten, Thomas H., Jr.
Organizational development through team-building. New York, Wiley, 1981. 295p.
Descriptors: *Management by objectives / *Organization development / *Team development / Time management.

4-131
Ruth, Stephen R. and William W. Brooks.
Who's using MBO in management? Journal of systems management, 33:16-17, February 1982.
Descriptors: *Management by objectives / Surveys.

4-132
Thompson, Kenneth R., Fred Luthans and Willbann D. Terpening.
The effects of MBO on performance and satisfaction in a public sector organization. Journal of management, 7:53-68, Spring 1981.
Descriptors: *Management by objectives--Research / *Job satisfaction research / *Performance--Research / State employees.

4-133
Weihrich, Heinz.
How to set goals that work for your company--and improve the bottom line! Management review, 71:61-67, February 1982.
Descriptors: *Management by objectives.

MINORITY GROUPS--EMPLOYMENT

4-134
Gould, Sam.
Correlates of career progression among Mexican-American college graduates. Journal of vocational behavior, 20:93-110, February 1982.
Descriptors: *Minority group college graduates--Research / *Mexican Americans.

MOTIVATION

4-135
Kuraitis, Vytenis.
Why motivation programs fail. Training, 19:90, February 1982.
Descriptors: *Motivation.

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Tec, Leon.
Targets: how to set goals for yourself and reach them! New York, Harper & Row, 1980. 195p.
Partial contents: Chap. 11, Targeting on the job.
Descriptors: *Motivation / *Personal development / *Goal setting.

OCCUPATIONS AND OCCUPATIONAL CHOICE

4-137
Fusselman, Kay, Mary Hodges and Shirley Englund.
The job market for secretaries. Secretary, 42:3-12, January 1982.
Descriptors: *Secretaries--Employment / *Secretaries--Pay.

4-138
Laing, Joan, Richard R. Lamb and Dale J. Prediger.
An application of Strong's validity criteria to basic interest scales. Journal of vocational behavior, 20:203-214, April 1982.
Descriptors: *Occupational choice--Research.

4-139
Martin, Gail M.
Retailing: careers in the department store industry. Occupational outlook quarterly, 25:15-23, Winter 1981.
Descriptors: *Retail workers--Employment.

4-140
Tramel, Mary E. and Helen Reynolds.
Secretary: an endangered species. Manage, 34:9-10, January 1982.
Descriptors: *Secretaries--Utilization.

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4175

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TABLE OF CONTENTS

Item No.

Absenteeism.........................1
Adverse Actions.....................2
Attitude Surveys....................3
Career Planning.....................4
Career Staffing...................5-9
Change, Organizational..........10-11
Civil Service......................12
Civil Service, Federal..........13-15
College Graduates..................16
Compensation....................17-29
Creative Thinking..................30
Electronic Data Processing Personnel.....31-33
Employee Conduct................34-36
Employee Health and Medical Care..37-43
Employees' Compensation............44
Equal Opportunity in Employment...45-51
Ethics..........................52-53
Executives......................54-57
Executives--Abilities and Characteristics.......58-63
Executives--Compensation...........64
Executives--Recruitment............65
Executives--Responsibilities......66-69
Executives--Training............70-71
Freedom of Information.............72
Group Relations.................73-74
Handicapped.....................75-76
Health Personnel...................77
Hours of Work...................78-81
Human Relations....................82
Interviewing.......................83
Invasion of Privacy................84
Job Analysis.......................85
Job Design.........................86
Job Satisfaction................87-91

Item No.

Job Search......................92-97
Labor Force.....................98-99
Labor-Management Relations....100-105
Labor Turnover................106-108
Leadership........................109
Management....................110-121
Occupations and Occupational Choice.........122-125
Older Worker..................126-129
Organizations.................130-131
Orientation.......................132
Overseas Personnel............133-134
Participative Management..........135
Performance Evaluation........136-141
Personnel Administration......142-148
Position Classification.......149-150
Position Management...............151
Productivity..................152-164
Professional Employees........165-166
Public Administration.........167-175
Reduction in Force................176
Removal...........................177
Retirement....................178-184
Retirement Planning...........185-186
Scientists and Engineers......187-190
Supervision...................191-193
Supervisors...................194-196
Tests.........................197-199
Training......................200-203
Training Administration...........204
Training Evaluation...............205
Women--Employment.............206-210
Work Life.....................211-216
Workforce Planning................217
Youth.........................218-219

Special reading list on the Mentor Relationship..........page 34

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Descriptors: *Absenteeism control--Case studies / *Tardiness--Case studies / *Attitude change--Case studies.

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A study of the implementation and utilization of the Merit Systems Protection Board in adverse action cases. Ann Arbor, Mich., University Microfilms, 1981. 123p.
Doctoral dissertation, North Texas State University, 1981. Abstracted in Dissertation Abstracts International, 42:3280A, January 1982.
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5-3
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Making employee surveys work for your organization. Management review, 71:47-54, April 1982.
Descriptors: *Attitude surveys.

CAREER PLANNING

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What do I do next? a manual for people just entering government service. Washington, American Planning Association, 1980. 116p.
Descriptors: *Career planning / *Government service as a career.

CAREER STAFFING

5-5
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A review of state government employment application forms for suspect inquiries. Public personnel management, 11:55-60, Spring 1982.
Descriptors: *Applications for positions--Research / *Applications for positions / Discrimination / State government.

5-6
David, Harry.
To be or not to be a reference. Nation's business, 70:67-68, April 1982.
Descriptors: *Employment references / Reference checks / Executives--Responsibilities.

5-7
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Validity and fairness of some alternative employee selection procedures. Personnel psychology, 35:1-62, Spring 1982.
Descriptors: *Selection--Methods--Evaluation / *Test reliability--Research / Peer ratings / Interviewing / Reference checks / Self-evaluation / Academic achievement / Biographical inventories.

CAREER STAFFING (Cont'd)

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Springer, James P.
The importance of selection in public sector administration. Public personnel management, 11:9-12, Spring 1982.
Extracted from the author's presidential address at the International Personnel Management Association Assessment Council annual conference, Denver, Colorado, 1981.
Descriptors: *Selection / *Cost-benefit analysis.

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Statistical hazards in the determination of adverse impact with small samples. Personnel psychology, 35:153-162, Spring 1982.
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CHANGE, ORGANIZATIONAL

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5-11
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Planned organizational change and its measurement. Personnel psychology, 35:117-139, Spring 1982.
Descriptors: *Change, Organizational--Research / *Organization development--Research / *Change, Organizational--Case studies.

CIVIL SERVICE

5-12
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Federal merit requirements: a retrospective look. Public personnel management, 11:39-54, Spring 1982.
Lawrence D. Greene is a special assistant to the Assistant Director for Agency Compliance and Evaluation, U.S. Office of Personnel Management.
Descriptors: *Civil service--Administration--History / *Intergovernmental relations--History / Grants-in-aid / Federal government / State government.

CIVIL SERVICE, FEDERAL

5-13 Ic26.29 .N21p
National Academy of Public Administration.
The protection of merit under the Civil Service Reform Act of 1978; an interim report by the Task Group on the Protection of Merit of the Panel of the National Academy of Public Administration on Civil Service Reform. Washington, 1981. 10p.
Descriptors: *Civil service reform--Administration--Evaluation / Federal government.

CIVIL SERVICE, FEDERAL (Cont'd)

5-14 Ie11.1 .Un679b

U.S. Merit Systems Protection Board.

Breaking trust: prohibited personnel practices in the Federal service; a report of the U.S. Merit Systems Protection Board, Office of Merit Systems Review and Studies. Washington, 1982. 1v. (A director's monograph)

Descriptors: *Civil service--Administration--Evaluation / *Personnel administration--Evaluation / *Employee attitudes / Discrimination / Federal government.

5-15

Vaughn, Robert G.

The opinions of the Merit Systems Protection Board: a study in administrative adjudication. Administrative law review, 34:25-58, Winter 1982.

Descriptors: *U.S. Merit Systems Protection Board / *Civil service--Decisions / *Appeals--Decisions / Federal government.

COLLEGE GRADUATES

5-16

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Job orientation of black and white college graduates in business. Personnel psychology, 35:89-103, Spring 1982.

Descriptors: *Afro-American college graduates--Attitudes / *Women college graduates--Attitudes / *Work values.

COMPENSATION

5-17

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The earnings of male Hispanic immigrants in the United States. Industrial and labor relations review, 35:343-353, April 1982.

Descriptors: *Hispanic Americans--Pay.

5-18 Ie537 .B89s 1981

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Descriptors: *Employee services--Comparative studies / *Fringe benefits--Surveys.

5-19 Ie536 .C35e

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Employee benefits historical data 1951-1979, by Fred O. Lindsey. Washington, 1981. 40p.

Descriptors: *Fringe benefits--Statistics / *Fringe benefits--Surveys.

5-20

Connolly, John F.

Merit pay: theory, problems and opinions. Federal bar news & journal (Federal Bar Association), 29:69-73, February 1982.

Descriptors: *Performance-based pay--Evaluation / Federal government.

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Employer attitudes toward compensation and employee productivity. New York, William M. Mercer, Inc., 1980. 40p. (Mercer surveys on employer attitudes no. 4)
Descriptors: *Compensation administration / *Productivity.

5-22 Ie536 .Em7e
Employer attitudes toward employee benefits in the 1980's. New York, William M. Mercer, Inc., 1979. 39p. (Mercer surveys on employer attitudes no. 3)
Descriptors: *Fringe benefits / *Pensions.

5-23 Ie52 .F74m
Forbes, Frank H.
The Miami experience: a critique and analysis of the Active Position Salary Calculation System. Washington?, National League of Cities, 1982. 1v. (IPA grant)
Descriptors: *Pay administration--Research / *Fringe benefit administration / Personnel administration / Local government.

5-24
Hewitt, David L.
Cafeteria approach: seeking the best of all possible worlds. Labor-management relations service newsletter (U.S. Conference of Mayors), 13:2-3, February 1982.
Originally published as "Cafeteria plans give and take in seeking best of all possible worlds," in the Hay/Huggins Bulletin, December 1981.
Descriptors: *Cafeteria compensation.

5-25 M-Fiche
Merit pay, prepared by the ERIC Clearinghouse on Educational Management in cooperation with the National School Boards Association. Arlington, Va., Educational Resources Information Center, 1981. 5p. (ED 199 828)
Descriptors: *Performance-based pay--Evaluation / *Teachers--Pay.

5-26
Patten, Thomas H., Jr.
Pay cuts: will employees accept them? National productivity review, 1:110-119, Winter 1981-82.
Descriptors: *Pay / Economic depressions / Reduction in force.

5-27
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Arbitral dilemma: the resolution of Federal sector asbestos differential disputes. Labor law journal, 33:169-176, March 1982.
Descriptors: *Hazardous occupations--Pay--Decisions / *Health, Employee--Decisions / *U.S. Occupational Safety and Health Administration--Rules and practice / U.S. Office of Personnel Management--Rules and practice / Blue collar workers / Federal government.

5-28
Robie, William R.
Raising the pay cap -- a common sense decision. Federal bar news & journal (Federal Bar Association), 29:62-63, February 1982.
Descriptors: *Government attorneys--Pay / *Executives--Pay / Senior executive service / Federal government.

COMPENSATION (Cont'd)

5-29 M-Fiche
U.S. Bureau of Labor Statistics.
Wage differences among large city governments and comparisons with industry and Federal pay, 1975-76. Washington, U.S. Govt. Print. Off., 1978. 5p. (Report 520)
Descriptors: *Municipal employees--Pay / *Pay comparability / Municipal government / Federal government.

CREATIVE THINKING

5-30 Ie405.2 .P24m
Parnes, Sidney J.
The magic of your mind. Buffalo, N.Y., Creative Education Foundation, Inc., in association with Bearly Limited, 1981. 235p.
Descriptors: *Creative thinking / *Creative ability / *Brainstorming.

ELECTRONIC DATA PROCESSING PERSONNEL

5-31
Carroll, Archie B.
Behavioral aspects of developing computer-based information systems. Business horizons, 25:42-51, January-February 1982.
Descriptors: *Systems analysts--Responsibilities / *Information systems--Administration / Change, Resistance to.

5-32 Id201.2 .D26d
The data processing/information technology job finder, by Mainstream Access, Inc. Englewood Cliffs, N.J., Prentice-Hall, 1981. 200p.
Descriptors: *Electronic data processing personnel--Career opportunities / *Electronic data processing personnel--Responsibilities / *Job search--Handbooks, manuals, etc.

5-33
Dimino, Stephen A.
Management of systems analysts. Journal of systems management, 33:38-40, March 1982.
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5-34
Dreyfack, Madeleine.
Sexual harassment: can you afford not to clamp down? Supervision, 44:8-10, April 1982.
Descriptors: *Harassment--Control / *Supervisors--Responsibilities.

5-35
Hopkins, Carter H. and David A. Johnson.
Sexual harassment in the work place. Journal of college placement, 40:30-36, Spring 1982.
Descriptors: *Harassment / *Sexual ethics.

EMPLOYEE CONDUCT (Cont'd)

5-36
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Public employees and the exchanging of gifts. Public personnel management, 11:61-67, Spring 1982.
Descriptors: *Contributions, Employee / *Personnel policies / Personnel directors--Attitudes / Federal government / State government / Local government.

EMPLOYEE HEALTH AND MEDICAL CARE

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Budd, Matthew.
Reducing organizational stress. Productivity, 3:7-8, March 1982.
Descriptors: *Stress, Psychological.

5-38 Ie568 .B93b
The burnout syndrome: current research, theory, interventions, edited by John W. Jones. Park Ridge, Ill., London House, 1981. 179p.
Descriptors: *Fatigue, Mental--Addresses, essays, lectures / Stress, Psychological--Addresses, essays, lectures.

5-39
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Audiometry does not equal hearing conservation. Occupational health & safety, 51:38+, March 1982.
Descriptors: *Health, Employee / *Medical and physical examinations / *Employees' compensation--Case studies / Occupational diseases / Deaf.

5-40
Simmons, M. L.
Danger! Experimental animals. Occupational health & safety, 51:30-33, March 1982.
Descriptors: *Health, Employee / *Laboratory technicians / Animals / Occupational diseases / Research workers.

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Potential health hazards of video display terminals, by William E. Murray and others. Washington, U.S. Govt. Print. Off., 1981. 75p. (DHHS (NIOSH) publication no. 81-129)
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Workplace hazards--even in the office. U.S. news & world report, 92:68-69, March 29, 1982.

Interview with Jeanne M. Stellman, executive director of the Women's Occupational Health Resource Center.

Descriptors: *Health, Employee / *Working conditions / *Accidents / Offices.

EMPLOYEES' COMPENSATION

5-44 Ie564 .Un38c
U.S. Congress. House. Committee on Government Operations.
Compensating and rehabilitating injured Federal workers. Washington, U.S. Govt. Print. Off., 1981. 39p. (H. rept. 97-399)

Descriptors: *Federal Employees' Compensation Act--Administration--Evaluation / *Disability benefits--Administration--Evaluation / *Employees' compensation--Administration--Evaluation / Federal government.

EQUAL OPPORTUNITY IN EMPLOYMENT

5-45 Ie152 .Af2af
Affirmative action 1981; debate, litigate, legislate, eliminate? Washington, National Urban League, Office of the Vice President for Washington Operations, 1981. 64p.

Descriptors: *Affirmative action / *Equal opportunity in employment / Afro-Americans--Discrimination.

5-46 M-Film
Kaniss, Jayme L.
Minorities and representative bureaucracy: an examination of areas of compatibility and congruence between merit principles and minority values. Ann Arbor, Mich., University Microfilms, 1981. 299p.

Doctoral dissertation, The Florida State University, 1981. Abstracted in Dissertation Abstracts International, 42:1308A, September 1981.

Descriptors: *Minority groups--Discrimination--Research / *Minority groups--Characteristics--Research / *Employee attitudes / Federal government.

5-47
Leo, John.
Fire belles in the night. Time, 119:56, April 5, 1982.

Descriptors: *Affirmative action--Anecdotes, facetiae, satire, etc. / *Fire fighters--Selection / Women--Employment.

5-48 S/C
Sawyer, Kathy.
Jobs: the pursuit of fairness. Washington post, p. 1+, April 11, 1982; p. 1+, April 12, 1982; p. 1+, April 13, 1982.

Contents: Pt. 1, Affirmative action: birth and life of a 'bugaboo'; pt. 2, Reverse bias victory proves a mixed success for blacks; pt. 3, Personnel office transformed into a new center of power.

Descriptors: *Equal opportunity in employment--Administration--Evaluation / *Affirmative action--Administration--Evaluation / *Discrimination / Minority groups / Women.

EQUAL OPPORTUNITY IN EMPLOYMENT (Cont'd)

5-49 S/C

Sawyer, Kathy.

A 'tough cop' on private sector, but few arrests in own precinct. Washington post, p. A7, April 13, 1982.

Descriptors: *Equal opportunity in employment--Administration--Evaluation / Foreign service officers--Selection / Federal government.

5-50 Ie152 .Sch7s

Schroeder, Patricia.

Supplemental statement before the Bipartisan Congressional Forum on Equal Employment Opportunity and Affirmative Action, February 24, 1982. Washington, U.S. Congress, House, Committee on Post Office and Civil Service, 1982. 13p.

Representative Schroeder (D., Colorado) is chairwoman of the Subcommittee on Civil Service, U.S. House of Representatives.

Descriptors: *Equal opportunity in employment / *Affirmative action / *Minority groups--Employment--Statistics / Women--Employment--Statistics / Handicapped--Employment / Federal government.

5-51 M-Fiche

Simpson, William A. and William H. Rosenthal.

The role of the institutional researcher in a sex discrimination suit. Arlington, Va., Educational Resources Information Center, 1981. 39p. (ED 205 095)

Paper presented at the 21st annual forum of the Association for Institutional Research, Minneapolis, 1981.

Descriptors: *Minority groups--Discrimination / *Sex discrimination.

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5-52

Cohen, William S.

Reforming the special prosecutor process: some provisions of the post-Watergate Ethics in Government Act need revision to assure equal treatment of government officials. American Bar Association journal, 68:278-281, March 1982.

Senator Cohen (D., Maine) is chairman of the Subcommittee on Oversight of Government Management, U.S. Senate.

Descriptors: *Political ethics--Law and legislation / *Ethics--Law and legislation / Federal government.

5-53 M-Film

Miller, Gifford W.

The ethical conduct and behavior of public executives compared to that of corporate executives. Ann Arbor, Mich., University Microfilms, 1981. 106p.

Doctoral dissertation, Claremont Graduate School, 1981. Abstracted in Dissertation Abstracts International, 42:1768A, October 1981.

Descriptors: *Executives--Ethics--Comparative studies / *Political executives--Characteristics / *Civil service ethics / Federal government / State government / Local government.

EXECUTIVES

5-54

Gordon, Paul J. and Paul H. Meredith.

Creating and using a model to monitor managerial talent. Business horizons, 25:52-61, January-February 1982.

Descriptors: *Executives--Workforce planning--Research / Models and model-making / State government.

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5-55
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Management succession planning: new approaches for the 80's. Human resource planning, 4:221-227, no. 4 1981.
Descriptors: *Executive succession--Planning / *Executives--Workforce planning--Administration.

5-56
Stybel, Laurence J.
Negotiating your own severance arrangements. Business horizons, 25:77-80, January-February 1982.
Descriptors: *Executives / *Severance pay / *Employee outplacement / Removal.

5-57 Ie124.5 .Un35ex
U.S. Office of Personnel Management.
Executive resources management; roles and functions. Prepared by Martha A. Niewenhouse, Executive Personnel Group. Washington, 1981. 1 chart. (XD-10)
Descriptors: *Executives--Workforce planning--Administration / *Senior executive service--Administration / Federal government.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

5-58 M-Film
Close, Jay G.
Executive development: factors and changes. Ann Arbor, Mich., University Microfilms, 1981. 122p.
Doctoral dissertation, United States International University, 1981. Abstracted in Dissertation Abstracts International, 42:1289A-1290A, September 1981.
Descriptors: *Executives--Characteristics--Research / *Success in employment--Research / *Career patterns--Research.

5-59 Ie124 .F39r
Fernandez, John P.
Racism and sexism in corporate life; changing values in American business. Lexington, Mass., Lexington Books, 1981. 359p.
Descriptors: *Minority group executives--Characteristics / *Women executives--Characteristics / *Minority groups--Discrimination / Sex discrimination.

5-60
Henry, Charles T.
Trends in city management careers 1970-1980: a profession under stress. Urban data service report, 14:1-6, March 1982.
Descriptors: *City managers--Characteristics.

5-61 M-Film
Hussain, Soofia K.
Upward mobility patterns of men and women in New York City government. Ann Arbor, Mich., University Microfilms, 1981. 325p.
Doctoral dissertation, Columbia University, 1981. Abstracted in Dissertation Abstacts International, 42:2886A, December 1981.
Descriptors: *Executives--Characteristics--Comparative studies / *Executives--Attitudes--Comparative studies / *Career patterns--Comparative studies / Women executives--Responsibilities / New York (City).

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

5-62 Ie478 .M31m
Manning, Frank V.
Managerial dilemmas and executive growth. Reston, Va., Reston Publishing, 1981. 301p.
Descriptors: *Executives--Ethics / *Executives--Characteristics / *Personal values / Business ethics.

5-63 Ie124 .M27h
Margerison, Charles.
How to assess your managerial style. New York, AMACOM, 1980. 151p.
Descriptors: *Executives--Characteristics / *Leadership style / *Self-evaluation--Problems, exercises, etc.

EXECUTIVES--COMPENSATION

5-64 Ie52 .Am3n 1981
American Compensation Association.
National conference proceedings, 1981. Scottsdale, Ariz., 1982. 47p.
Includes addresses delivered at the 1981 Canadian Conference.
Descriptors: *Executive compensation--Conferences / *Relocation--Costs / *Pay increases--Conferences.

EXECUTIVES--RECRUITMENT

5-65
Dvorak, Donald F.
Executive search: management headache or opportunity for creative change? Management review, 71:27+, April 1982.
Descriptors: *Executives--Recruitment.

EXECUTIVES--RESPONSIBILITIES

5-66
Calabria, David C.
CEOs and the paradox of power. Business horizons, 25:29-31, January-February 1982.
Descriptors: *Executives--Responsibilities / Power (Social sciences) / Personnel departments.

5-67 M-Film
Hancox, Robert E.
Tomorrow's personnel executive: the emerging role. Ann Arbor, Mich., University Microfilms, 1981. 341p.
Doctoral dissertation, Pace University, 1981. Abstracted in Dissertation Abstracts International, 42:2206A, November 1981.
Descriptors: *Personnel officers--Responsibilities--Research.

5-68 Ia11.55 .M31L
Mans, Thomas C.
Law, politics, and decision: the administrative law judge and regulatory adjudication. Ann Arbor, Mich., University Microfilms, 1981. 314p.
Doctoral dissertation, University of Iowa, 1981. Abstracted in Dissertation Abstracts International, 42:3287A, January 1982.
Descriptors: *Administrative law judges--Responsibilities / *Administrative law judges--Characteristics / Administrative procedure / Federal government.

EXECUTIVES--RESPONSIBILITIES (Cont'd)

5-69
Roos, Nestor R.
Risk management: selected characteristics for individual cities and counties. Urban data service report, 14:1-12, February 1982.
Descriptors: *Executives--Responsibilities / *Executives--Pay / Pay surveys / Surveys / Municipal government / Local government.

EXECUTIVES--TRAINING

5-70
Sperling, L. C.
Learning anew; a formal program continues managers' education. Management world, 11:33-34, March 1982.
Descriptors: *Executives--Training--Case studies.

5-71 Ie424.5 .Un35de
U.S. Office of Personnel Management.
Developmental assignments; a guide for SES candidates. Prepared by Edward Reynolds, Executive Personnel Group. Washington, 1981. 15p. (XD-13)
Descriptors: *Management development--Administration / *Senior executive service / *Detail--Administration / Federal government.

FREEDOM OF INFORMATION

5-72 KF5753 .Un66a
U.S. Library of Congress.
The administration and operation of the Freedom of Information Act: a capsule overview 1966-1980, by Harold C. Relyea. Washington, Library of Congress, Congressional Research Service, 1981. 29p.
Descriptors: *Freedom of information--Law and legislation / *Freedom of information--Administration--Evaluation / Federal government.

GROUP RELATIONS

5-73
Katz, Ralph.
The influence of group longevity: high performance research teams. Wharton magazine, 6:28-34, Spring 1982.
Descriptors: *Group dynamics / *Tenure / *Research administration / Performance / Teamwork.

5-74 Id24 .UL7s
Ulschak, Francis L., Leslie Nathanson and Peter G. Gillan.
Small group problem solving: an aid to organizational effectiveness. Reading, Mass., Addison-Wesley, 1981. 147p.
Descriptors: *Small groups / *Problem solving--Group method / *Organizational effectiveness.

HANDICAPPED

5-75
Lauterbach, Jeffrey R.
Coaching the disabled back to work. Industry week, 213:52-55, April 5, 1982.
Descriptors: *Handicapped--Employment / *Handicapped--Rehabilitation.

HANDICAPPED (Cont'd)

5-76 Ie361 .Un80s
U.S. Department of Education.
Summary of existing legislation relating to the handicapped. Washington, U.S. Govt. Print. Off., 1980. 156p. (Publication no. E-80-22014)
Descriptors: *Handicapped--Law and legislation.

HEALTH PERSONNEL

5-77
Richards, Glenn.
Where grow tomorrow's CEOs? Hospitals, 56:86-91, March 16, 1982.
Descriptors: *Hospital administrators--Education.

HOURS OF WORK

5-78 Ie491 .AL7p
Alter, JoAnne.
A part-time career for a full-time you. Boston, Houghton Mifflin, 1982. 394p.
Descriptors: *Part-time work / *Part-time workers--Characteristics.

5-79 Ie491 .OL5j
Olmsted, Barney and Suzanne Smith.
Job sharing: analyzing the cost. San Francisco, New Ways to Work, 1981. 30p.
Descriptors: *Job sharing--Costs.

5-80 Ia11.9 .V26p No.P-912
Vance Bibliographies.
Flexible work hours and transportation: an annotated bibliography, by Daniel C. Krummes. Monticello, Ill., 1982. 18p. (Public administration series no. P-912)
Descriptors: *Flexible working hours--Bibliography / *Transportation, Employee--Bibliography.

5-81
Wheat, Richard A.
The Federal flexitime system: comparison and implementation. Public personnel management, 11:22-30, Spring 1982.
Descriptors: *Flexible working hours--Comparative studies / *Flexible working hours--Administration / Federal government.

HUMAN RELATIONS

5-82
Musser, Steven J.
A model for predicting the choice of conflict management strategies by subordinates in high-stakes conflicts. Organizational behavior and human performance, 29:257-269, April 1982.
Descriptors: *Organizational behavior / *Conflict resolution / Models and model-making.

INTERVIEWING

5-83
Mullins, Terry W.
Interviewer decisions as a function of applicant race, applicant quality and interviewer prejudice. Personnel psychology, 35:163-174, Spring 1982.
Descriptors: *Interviewing--Research / *Selection--Research / *Prejudices and antipathies--Research / Discrimination--Research / College students--Attitudes.

INVASION OF PRIVACY

5-84
Miller, Ronald L.
Worker privacy and collective bargaining. Labor law journal, 33:154-168, March 1982.
Descriptors: *Invasion of privacy--Decisions / *Labor-management relations--Decisions / Arbitrators / Lie detectors and detection / Employee rules / Collective labor agreements / Medical records.

JOB ANALYSIS

5-85
Ash, Ronald A.
Job elements for task clusters: arguments for using multi-methodological approaches to job analysis and a demonstration of their utility. Public personnel management, 11:80-90, Spring 1982.
Descriptors: *Job analysis--Methods / *Job analysis--Case studies / Job factors.

JOB DESIGN

5-86
Ketchum, Lyman D.
How to start and sustain a work redesign program. National productivity review, 1:75-86, Winter 1981-82.
Descriptors: *Job design.

JOB SATISFACTION

5-87
Forgionne, Guisseppi A. and Vivian E. Peeters.
Differences in job motivation and satisfaction among female and male managers. Human relations, 35:101-118, February 1982.
Descriptors: *Job satisfaction research / *Motivation research / *Work values / Women supervisors--Attitudes / Women executives--Attitudes.

5-88 M-Fiche
Huszczo, Gregory E.
Job involvement, satisfaction and motivation: a comparison of predictors. Arlington, Va., Educational Resources Information Center, 1981. 10p. (ED 204 695)
Paper presented at the 53rd annual meeting of the Midwestern Psychological Association, Detroit, 1981.
Descriptors: *Job satisfaction research / *Employee attitudes--Research.

JOB SATISFACTION (Cont'd)

5-89
King, Michael, Michael A. Murray and Tom Atkinson.
Background, personality, job characteristics, and satisfaction with work in a national sample. Human relations, 35:119-133, February 1982.
Descriptors: *Job satisfaction research / Personality / Canada.

5-90 Ie543 .OL4c
Oliver, Robert.
Career unrest: a source of creativity. New York, Columbia University, Graduate School of Business, Center for Research in Career Development, 1981. 148p.
Descriptors: *Job satisfaction / *Stress, Psychological / *Career planning.

5-91 M-Film
Sommerkamp, Patricia J.
Effects of a quality of work life intervention on paper processing: civil service workers' behaviors. Ann Arbor, Mich., University Microfilms, 1981. 204p.
Doctoral dissertation, University of Cincinnati, 1981. Abstracted in Dissertation Abstracts International, 42:2271A, November 1981.
Descriptors: *Job satisfaction research / *Supervisors--Training--Research / Subordinates' appraisals / Federal government.

JOB SEARCH

5-92 Ia11.15 .F31fe
Federal job winner's tips; guide to the Federal job application. Vienna, Va., Federal Research Service, 1981. 16p.
Descriptors: *Job search / *Applications for positions / *Government service as a career / Federal government.

5-93 Ie135 .G79h
Greco, Benedetto.
How to get the job that's right for you: a career guide for the 80s. Rev. ed. Homewood, Ill., Dow Jones-Irwin, 1980. 210p.
Descriptors: *Job search / *Career planning / *Applications for positions.

5-94
Kahn, Lawrence M. and Stuart A. Low.
The wage impact of job search. Industrial relations, 21:53-61, Winter 1982.
Descriptors: *Job search--Economic aspects.

5-95
Olney, Robert J.
How employers view resumes: 1974 vs. 1981. Journal of college placement, 42:64-67, Spring 1982.
Descriptors: *Resumes / *Applications for positions.

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Descriptors: *Productivity measurement.

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Descriptors: *Cost control--Methods / *Fringe benefit administration / *Pay administration / Reduction in force.

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Descriptors: *Public administration / *Professions.

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Descriptors: *Government attorneys / *Reduction in force / Federal government.

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Descriptors: *Removal / *Reprisals / *Employees' compensation / Employee rights / Whistleblowing.

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Descriptors: *Retirement income / *Older worker / *Social security--Finance.

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Descriptors: *Retirement planning--Administration--Evaluation.

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Descriptors: *Scientists--Workforce planning / *Engineers--Statistics / *Scientists--Statistics / Federal government.

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The misfit as a personnel problem. San Diego, International Psychotechnic Society, 1981. 4p.
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Descriptors: *Tests, Mental / *Intelligence levels--Research.

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TABLE OF CONTENTS

Item No.
Absenteeism............................1
Attitude Surveys.......................2
Career Planning........................3
Career Staffing......................4-5
Change, Organizational...............6-8
Civil Service, Federal..............9-10
Civil Service, Foreign.............11-12
Civil Service, International........13-14
Compensation.......................15-35
Consultants........................36-38
Counseling............................39
Creative Thinking.....................40
Employee Conduct...................41-45
Employee Health and Medical Care..46-51
Employees' Compensation...............52
Equal Opportunity in Employment....53-57
Ethics.............................58-59
Executives.........................60-67
Executives--Abilities and
Characteristics...................68-72
Executives--Compensation...........73-76
Executives--Health and
Medical Care........................77
Executives--Responsibilities.......78-79
Executives--Training...............80-84
Freedom of Information................85
Grievances and Appeals................86
Group Relations....................87-90
Handicapped........................91-92
Health Personnel...................93-94
Hours of Work......................95-97
Human Relations.......................98
Job Satisfaction..................99-104
Labor Force......................105-109
Labor-Management Relations......110-117
Labor Turnover...................118-119
Leadership.......................120-121

Item No.
Leave............................122-124
Management.......................125-133
Management by Objectives.........134-135
Minority Groups--Employment...........136
Motivation.......................137-139
Occupations and Occupational
Choice..........................140-141
Organizations....................142-143
Orientation...........................144
Overseas Personnel....................145
Participative Management.........146-150
Performance Evaluation...........151-155
Personnel Administration.........156-163
Personnel Records.....................164
Personnel Utilization............165-166
Political Activity....................167
Position Management...................168
Productivity.....................169-175
Professional Employees...........176-177
Promotion.............................178
Public Administration............179-184
Public Service Employment.............185
Reduction in Force...............186-191
Relocation............................192
Removal..........................193-194
Retirement.......................195-199
Scientists and Engineers.........200-202
Supervision......................203-204
Supervisors......................205-206
Training.........................207-211
Training Administration..........212-214
Training Methods.................215-218
Unemployment Compensation.............219
Women--Employment................220-222
Work Life........................223-224
Workforce Planning...............225-227

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Donald J. Devine is Director, U.S. Office of Personnel Management.

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TABLE OF CONTENTS

Item No.

Absenteeism....1
Assessment Centers....2-3
Career Planning....4
Career Staffing....5-8
Change, Organizational....9-11
Civil Service....12
Civil Service, Federal....13-21
College Graduates....22
Compensation....23-31
Consultants....32-33
Counseling....34-35
Creative Thinking....36
Discipline....37
Electronic Data Processing--Effects....38
Electronic Data Processing Personnel....39-40
Employee Conduct....41-42
Employee Health and Medical Care....43
Equal Opportunity in Emplovment....44-49
Ethics....50-52
Executives....53
Executives--Abilities and Characteristics....54-59
Executives--Compensation....60-62
Executives--Evaluation....63-64
Executives--Health and Medical Care....65
Executives--Recruitment....66
Executives--Responsibilities....67-68
Executives--Selection and Tests....69-70
Executives--Training....71-78
Group Relations....79
Handicapped....80
Hours of Work....81-84
Human Relations....85-88

Item No.

Incentive Awards and Programs....89-91
Insurance, Health....92
Investigations....93
Job Satisfaction....94-95
Labor-Management Relations.... 96-100
Labor Turnover....101-102
Leadership....103-108
Management....109-111
Minority Groups--Employment....112
Motivation....113-116
Occupations and Occupational Choice....117-119
Older Worker....120
Organizations....121-122
Participative Management....123-125
Performance Evaluation....126-128
Personnel Administration....129-135
Personnel Departments....136
Position Classification....137-138
Productivity....139-142
Promotion....143
Public Administration....144-149
Reduction in Force....150-152
Relocation....153-154
Removal....155
Retirement....156-159
Scientists and Engineers....160
Supervisors....161-164
Tests....165-166
Training....167-171
Training Administration....172-180
Training Evaluation....181
Training Methods....182-185
Women--Employment....186-189
Work Life....190-194
Youth....195

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Paul A. Katz is Assistant Director, Office of Standards Development, U.S. Office of Personnel Management.

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9-125

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Descriptors: *Performance evaluation--Methods--Administration / *Performance evaluation--Forms / *Standards of performance--Case studies.

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Brown, J. Cudd.
A position paper on the human problems in the Federal bureaucracy. Final revision. University Park, Pa., 1979. 25p.
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Descriptors: *Personnel administration--Evaluation.

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Descriptors: *Personnel departments--Case studies / *Personnel departments--Administration / Municipal government.

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Descriptors: *Position classification--Evaluation / *Position classification--History / *Position classification--Comparative studies / Federal government.

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Descriptors: *Productivity improvement / *Cost reduction.

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Descriptors: *Promotion--Research / Federal government.

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Anderson, Ralph.
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Descriptors: *Management improvement / *Personnel administration / Local government.

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Burdetsky, Ben and Marvin S. Katzman.
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Descriptors: *Administrative agencies--Evaluation / Bureaucracy / Federal government.

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Descriptors: *Contracts, Government--Costs / *Contracts, Government--Administration--Evaluation / *Labor costs / Federal government.

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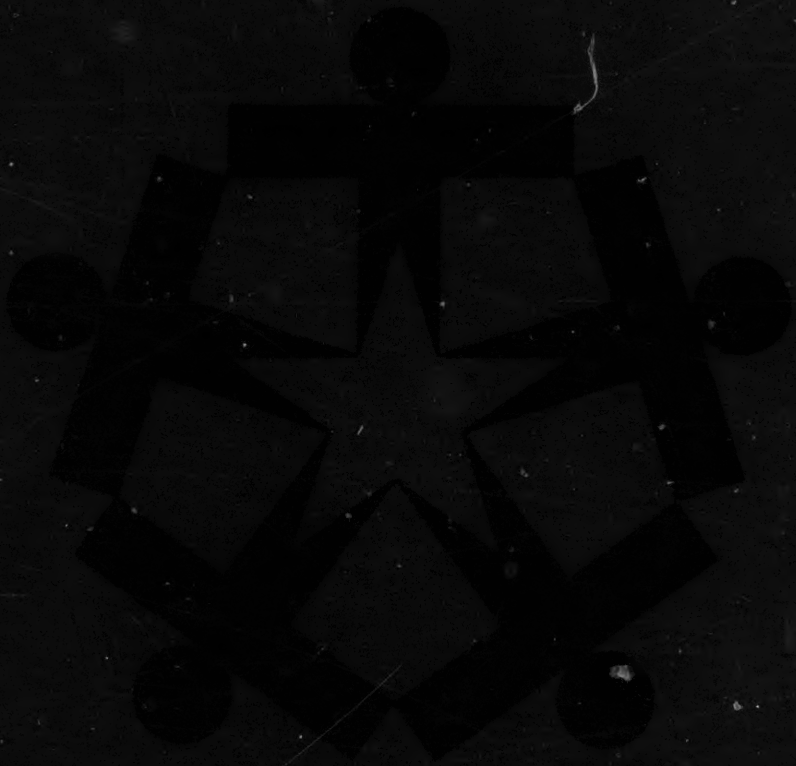

TABLE OF CONTENTS

Item No.
Absenteeism....1-2
Assessment Centers....3-4
Attitude Surveys....5
Career Staffing....6-12
Change, Organizational....13-19
Civil Service....20-21
Civil Service, Federal....22-29
Civil Service, Foreign....30
College Graduates....31
Communication....32-33
Compensation....34-49
Consultants....50
Creative Thinking....51-52
Discipline....53
Employee Conduct....54-55
Employee Health and Medical Care....56-61
Equal Opportunity in Employment....62-63
Ethics....64-66
Executives....67-69
Executives--Abilities and Characteristics....70-73
Executives--Compensation....74
Executives--Evaluation....75
Executives--Health and Medical Care....76
Executives--Recruitment....77
Executives--Responsibilities....78-80
Executives--Selection and Tests....81-82
Executives--Training....83-88
Group Relations....89-90
Hours of Work....91
Human Relations....92-100
Incentive Awards and Programs....101
Insurance, Health....102-103
Interviewing....104
Invasion of Privacy....105
Job Design....106
Job Evaluation....107
Job Satisfaction....108-109

Item No.
Job Search....110-111
Labor Force....112
Labor-Management Relations....113-115
Leadership....116-118
Leave....119
Management....120-125
Minority Groups--Employment....126
Mobility....127
Occupations and Occupational Choice....128
Older Worker....129
Organizations....130-131
Orientation....132
Overseas Personnel....133
Participative Management....134-140
Performance Evaluation....141-147
Personnel Administration....148-150
Personnel Departments....151-154
Personnel Utilization....155
Position Classification....156
Productivity....157-168
Professional Employees....169-170
Public Administration....171-172
Reduction in Force....173
Relocation....174
Removal....175-178
Retirement....179-182
Retirement Planning....183
Safety....184-185
Scientists and Engineers....186
Supervision....187-188
Supervisors....189
Tests....190-196
Training....197
Training Administration....198-202
Training Evaluation....203
Women--Employment....204-210
Work Life....211-215
Workforce Planning....216-218
Youth....219

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Toni Marzotto is a program analyst in the Office of Planning and Evaluation, U.S. Office of Personnel Management.

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Performing organization: Institute for Social Research, University of Michigan.
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Descriptors: *Executives--Responsibilities / *Communication.

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Descriptors: *Executives--Selection / *Executives--Characteristics / Success in employment.

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Contents: Management: meanings, methods, and moxie, by Robert Dubin; An idiographic approach to organizational behavior research: the use of single case experimental designs and direct measures, by Fred Luthans and Tim R. Davis; A methodology for the study of organizational behavior at the interpersonal level of analysis, by Kathleen M. Watson.
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Descriptors: *Human relations / *Productivity improvement / Federal government / State government / Local government.

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Descriptors: *Suggestion systems--Administration / *Supervisors--Responsibilities.

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Descriptors: *Insurance, Health.

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Descriptors: *Job design--Research / *Job factors--Research / State employees / Local officials and employees.

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Descriptors: *Job satisfaction research / State-of-the-art reviews.

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Response format of the Job Descriptive Index: assessment of reliability and validity by the multitrait-multimethod matrix. Journal of applied psychology, 67:500-505, August 1982.
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Descriptors: *Job search / *College graduates--Career opportunities / Success in employment / Federal government.

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Descriptors: *Job search / *Resumes / *Interviewing--Methods.

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Descriptors: *Labor supply / *Automation--Economic aspects.

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Klay, William E.
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Descriptors: *Collective bargaining--Research / Federal government / State government / Local government.

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Problems in Federal sector labor-management relations under Title VII of the Civil Service Reform Act of 1978. Labor law journal, 33:560-565, August 1982.
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Descriptors: *Labor-management relations--Administration--Evaluation / *Civil service reform--Administration--Evaluation / Federal government.

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Descriptors: *Unions--Recognition--Statistics / *Unions--Statistics / Federal government.

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Descriptors: *Leadership--Research.

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Metcalfe, Beverly M.
Leadership: extrapolating from theory and research to practical skills training. Journal of management studies, 19:295-305, July 1982.
Descriptors: *Leadership theory / *Leadership training.

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Phillips, James S. and Robert G. Lord.
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Descriptors: *Leadership--Research / *Problem solving--Group method.

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Descriptors: *Military leave.

MANAGEMENT

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Heirs, Ben J. and Gordon O. Pehrson.
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Descriptors: *Decision-making / *Decision-making--Case studies / Federal government.

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Hill, Stephen.
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Descriptors: *Management--Sociological aspects / *Labor-management relations / *Industrial sociology / Technological change / Unions.

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McCosh, Andrew M., Mawdudur Rahman and Michael J. Earl.
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Descriptors: *Management information systems / Goal setting.

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Nagel, Stuart and Barbara Judd.
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Descriptors: *Decision-making--Methods / *Cost reduction / *Financial management / Federal government / State government / Local government.

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Descriptors: *Management--Research.

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Schoennauer, Alfred W.
Problem finding and problem solving. Chicago, Nelson-Hall, 1981. 245p.
Descriptors: *Problem solving--Methods.

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Ayers-Nachamkin, Beverly and others.
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Descriptors: *Mexican Americans--Characteristics / *Supervisors--Abilities--Research / *Women supervisors / Power (Social sciences).

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Janz, Tom.
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Descriptors: *Motivation research / *Expectancy theory / *Feedback (Psychology) / Performance--Research.

OCCUPATIONS AND OCCUPATIONAL CHOICE

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Encounters with the future; a forecast of life into the 21st century. New York, McGraw-Hill, 1982. 308p.
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Descriptors: *Career opportunities / *Technological change / *Futures (of society) / Forecasting.

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Harrick, Edward J. and Paul E. Sultan.
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Descriptors: *Older worker--Utilization / *Social security / Retirement / Futures (of society) / Labor force.

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10-130

Paolillo, Joseph G.

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Descriptors: *Organizational characteristics--Research / *Organizations--Climate--Research / *Research workers.

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Partial contents: "Bureaucratic" versus "profit" organization, by Marshall W. Meyer; The meanings of absence: new strategies for theory and research, by Gary Johns and Nigel Nicholson; Workers participation in management: an international perspective, by George Strauss.

Descriptors: *Bureaucracy--Theory / *Absenteeism--Research / *Participative management--Comparative studies.

ORIENTATION

10-132

Meier, Thomas K. and Susan Hough.

Beyond orientation: assimilating new employees. Human resource management, 21:27-29, Spring 1982.

Descriptors: *Orientation--Administration / *Orientation--Case studies / *New employees / Supervisors--Training.

OVERSEAS PERSONNEL

10-133

Multinational perspectives. Personnel administrator, 27:17+, July 1982.

Contents: Overview: multinational perspective, by Lynne A. Chiara; Structuring an expatriate tax reimbursement program, by Douglas L. Pinney; How best to integrate expatriate managers in the domestic organization, by Cecil G. Howard; Management development and the selection of overseas executives, by John Rehfuss; Managing the visiting employee in the United States, by Rae Andre.

Descriptors: *Overseas executives--Personnel policies / *Overseas personnel--Pay--Taxation / *Interchange, Personnel--Administration.

PARTICIPATIVE MANAGEMENT

10-134

Blair, John D., Stanley L. Cohen and Jerome V. Hurwitz.

Quality circles: practical considerations for public managers. Public productivity review, 6:9-18, March-June 1982.

Stanley L. Cohen and Jerome V. Hurwitz are personnel research psychologists, U.S. Office of Personnel Management.

Descriptors: *Quality circles--Administration--Evaluation / Federal government.

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Kanter, Rosabeth M.

Dilemmas of managing participation. Organizational dynamics, 11:4-27, Summer 1982.

Descriptors: *Participative management--Administration / *Decision-making.

PARTICIPATIVE MANAGEMENT (Cont'd)

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Kohler, Mary T. and Everett R. Wells.
Quality circles at Hughes Aircraft. National productivity review, 1:311-321, Summer 1982.
Descriptors: *Quality circles--Case studies / *Participative management--Case studies / Aerospace industries.

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Nehrbass, Richard G.
The myths of industrial democracy. Personnel journal, 61:486-487, July 1982.
Descriptors: *Participative management / *Industrial democracy.

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Riddle, John.
Employees are assets, too. Supervision, 44:9-10, July 1982.
Descriptors: *Participative management.

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Sims, Henry P., Jr. and Charles C. Manz.
Conversations within self-managed work groups. National productivity review, 1:261-269, Summer 1982.
Descriptors: *Participative management--Case studies / *Teamwork--Case studies / Goal setting / Productivity / Communication.

10-140
Werther, William B., Jr.
Quality circles and corporate culture. National productivity review, 1:301-310, Summer 1982.
Descriptors: *Quality circles--Administration / *Participative management / Productivity.

PERFORMANCE EVALUATION

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Clausen, Jan M.
Implications of the Civil Service Reform Act of 1978 on performance evaluation in Navy field level activity comptroller departments. Springfield, Va., National Technical Information Service, 1981. 160p. (AD-A110546)
Master's thesis, Naval Postgraduate School, Monterey, Calif., 1981.
Descriptors: *Performance evaluation--Research / *Performance evaluation--Administration--Evaluation / *Civil service reform--Administration--Evaluation / Federal government.

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Edwards, Mark R. and Leonard D. Goodstein.
Experiential learning can improve the performance appraisal process. Human resource management, 21:18-23, Spring 1982.
Descriptors: *Performance evaluation--Methods / *Performance evaluation--Research / Feedback (Psychology) / Supervisors--Training.

PERFORMANCE EVALUATION (Cont'd)

10-143
Fisher, Cynthia D. and Joe Thomas.
The other face of performance appraisal. Human resource management, 21:24-26, Spring 1982.
Descriptors: *Performance evaluation / *Supervisors--Attitudes.

10-144
Landy, Frank J., James L. Farr and Rick R. Jacobs.
The bottom line in performance evaluation. Public productivity review, 6:78-92, March-June 1982.
Descriptors: *Performance evaluation--Economic aspects / *Feedback (Psychology).

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Nigro, Lloyd G.
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Oscar A. Ornati is Professor of Manpower Management at the Graduate School of Business Administration, New York University.
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Contents: Training evaluation: what's the current status? by Dale C. Brandenburg; Practical strategies for evaluating training, by Ruth D. Salinger and Basil S. Deming; Collecting training cost data, by Laurence M. Weinstein; Evaluating management training: a contingency approach, by Ronald W. Clement and Eileen K. Aranda; A systematic approach to evaluation, by David Bakken and Alan L. Bernstein.
Ruth D. Salinger is an employee development specialist, U.S. Office of Personnel Management.
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Commitment in organizations: a normative view. Academy of Management review, 7:418-428, July 1982.
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Descriptors: *Workforce planning.

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Environmental issues scanning: starting a self-sustaining research program. Human resource planning, 5:57-67, no. 2 1982.
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TABLE OF CONTENTS

Item No.

Absenteeism...........................1-2
Adverse Actions.......................3
Assessment Centers....................4-5
Career Planning.......................6-8
Career Staffing.......................9-10
Change, Organizational................11
Civil Service, Federal................12-16
College Graduates.....................17
Communication.........................18
Compensation..........................19-26
Consultants...........................27
Counseling............................28
Creative Thinking.....................29-33
Employee Conduct......................34-39
Employee Health and Medical Care..40-42
Equal Opportunity in Employment...43-49
Ethics................................50-51
Executives............................52
Executives--Abilities and Characteristics................53-58
Executives--Health and Medical Care.....................59
Executives--Selection and Tests...........................60
Executives--Training..................61-64
Group Relations.......................65-66
Handicapped...........................67
Hours of Work.........................68-69
Incentive Awards and Programs........70
Interviewing..........................71
Job Design............................72
Job Satisfaction......................73-75

Item No.

Job Search............................76-77
Labor Force...........................78
Labor-Management Relations..........79-81
Labor Turnover........................82-83
Leadership............................84-85
Management............................86-90
Middle Management.....................91
Motivation............................92-93
Older Worker..........................94-99
Organizations.........................100
Orientation...........................101
Participative Management............102-104
Performance Evaluation..............105-111
Personnel Administration............112-115
Personnel Records.....................116
Political Activity....................117
Position Classification.............118-119
Position Management...................120
Productivity..........................121-125
Professional Employees..............126-128
Reduction in Force....................129-131
Removal...............................132-134
Retirement............................135-142
Scientists and Engineers............143-145
Supervision...........................146-147
Supervisors...........................148-149
Tests.................................150-153
Training..............................154-158
Training Administration.............159-162
Training Methods......................163-168
Women--Employment.....................169-173
Work Life.............................174-177

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On the use of shift as an independent variable in absenteeism research. Journal of occupational psychology, 55:225-231, no. 3 1982.
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Thomas O'Connor is a personnel staffing specialist in the Staffing Group, U.S. Office of Personnel Management.

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Annette Gaul is a writer-editor in the Office of Public Affairs, U.S. Office of Personnel Management.
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Joseph A. Morris is General Counsel, U.S. Office of Personnel Management.
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Descriptors: *Labor supply--Research / *Older worker--Utilization.

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Descriptors: *Labor-management relations--Comparative studies / *Technological change--Comparative studies.

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Descriptors: *Arbitration--Handbooks, manuals, etc. / Federal government.

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Descriptors: *Industrial relations / *Management control.

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Descriptors: *Leadership--Research / *Leadership style / *Leadership theory / Change, Organizational.

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Descriptors: *Management methods / *Reduction in force / *Cost reduction--Methods / Federal government.

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Descriptors: *Management--Textbooks / Time management / Ethics / Motivation.

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Campion, Michael A. and Robert G. Lord.
A control systems conceptualization of the goal-setting and changing process. Organizational behavior and human performance, 30:265-287, October 1982.
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After forty; the time for achievement? Edited by Cary L. Cooper and Derek P. Torrington. New York, Wiley, 1981. 211p.
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Descriptors: *Older worker--Characteristics--Research / *Aging--Research / *Job satisfaction research.

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Descriptors: *Older worker--Utilization--Comparative studies / *Labor supply--Comparative studies / *Japan.

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Rosen, Benson, Thomas H. Jerdee and John Huonker.
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Descriptors: *Older worker--Discrimination / *Age discrimination / *Affirmative action.

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Descriptors: *Older worker--Employment / *Labor force.

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Descriptors: *Orientation--Case studies / *New employees / Supervisors--Responsibilities.

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Descriptors: *Participative management--Comparative studies / *Works councils / Germany (West).

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Contents: The pros and cons of participative management, by W. Matthew Juechter; A Socratic dialogue on participative management, by Apostolos P. Kizilos.
Descriptors: *Participative management / *Decision-making--Group method / Authority.

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Descriptors: *Participative management--Case studies / *Problem solving--Case studies.

PERFORMANCE EVALUATION

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Kane, Jeffrey S. and H. John Bernardin.
Behavioral observation scales and the evaluation of performance appraisal effectiveness. Personnel psychology, 35:635-642, Autumn 1982.
Jeffrey S. Kane is with the U.S. Office of Personnel Management.
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11-108
Klingner, Donald E.
Personnel, politics and productivity. Public personnel management, 11:277-281, Fall 1982.
Descriptors: *Productivity improvement / *Standards of performance / *Local officials and employees.

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Latham, Gary P., Timothy P. Steele and Lise M. Saari.
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Descriptors: *Performance evaluation--Research / *Goal setting--Research.

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11-110
Tyer, Charlie B.
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Descriptors: *Performance evaluation--Administration--Evaluation / State employees.

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Zammuto, Raymond F., Manuel London and Kendrith M. Rowland.
Organization and rater differences in performance appraisals. Personnel psychology, 35:643-658, Autumn 1982.
Descriptors: *Performance evaluation--Methods--Research.

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Foulkes, Fred K. and E. Robert Livernash.
Human resources management; text and cases. Englewood Cliffs, N.J., Prentice-Hall, 1982. 448p.
Descriptors: *Personnel administration--Case studies / *Equal opportunity in employment--Case studies / *Job design--Case studies.

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The personnel management process; cases in human resources administration, edited by Wendell L. French, John E. Dittrich and Robert A. Zawacki. 2d ed. Boston, Houghton Mifflin, 1982. 370p.
Descriptors: *Personnel administration--Case studies.

11-114
Siegel, Efstathia A.
Back to basics and looking forward: a personnel management perspective. Management (U.S. Office of Personnel Management), 3:9-11, Spring 1982.
Efstathia A. Siegel is a writer-editor in the Office of Public Affairs, U.S. Office of Personnel Management.
Descriptors: *Personnel administration / *Insurance, Health--Administration / *Pensions--Administration / Cost of living increases--Administration / Reduction in force / U.S. Office of Personnel Management--Administration / Federal government.

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Descriptors: *Personnel administration--Evaluation / *Civil service reform--Administration--Evaluation / *U.S. Office of Personnel Management--Administration--Evaluation / Federal government.

PERSONNEL RECORDS

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Hutzler, Laurie H.
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Descriptors: *Personnel records--Administration / *Personnel information systems--Administration / *Invasion of privacy.

POLITICAL ACTIVITY

11-117
Alfalla, Lynn I.
Political activities and the Federal worker. Management (U.S. Office of Personnel Management), 3:26, Spring 1982.
Lynn I. Alfalla is a writer-editor in the Office of Public Affairs, U.S. Office of Personnel Management.
Descriptors: *Political activity--Law and legislation / *Hatch Act / Federal government.

POSITION CLASSIFICATION

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Frank, Michael S.
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Descriptors: *Position classification--Research / *Job evaluation--Research / Literature reviews.

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Neigenfind, Jackson L.
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Descriptors: *Position classification--Administration.

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Winchell, Tim E., Sr.
Federal position control programs in an era of cutback management. Public personnel management, 11:185-191, Fall 1982.
Descriptors: *Position management--Administration--Evaluation / Federal government / U.S. Department of the Navy.

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Quality circles: answers to 100 frequently asked questions. Red Bluff, Calif., Quality Circle Institute, 1979. 48p.
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Friend, Kenneth E.
Stress and performance: effects of subjective work load and time urgency. Personnel psychology, 35:623-634, Autumn 1982.
Descriptors: *Performance--Research / *Stress, Psychological--Research.

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Werther, William B., Jr.
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Professionals in search of work; coping with the stress of job loss and underemployment. New York, Wiley, 1982. 359p.
Descriptors: *Professional employees--Psychology / *Unemployed--Psychology / *Underemployment--Psychological aspects / Removal--Psychological aspects.

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Thomas A. Glennon is a personnel staffing specialist with the Staffing Group, U.S. Office of Personnel Management.
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"I was fired!" Dun's business month, 120:101-102+, October 1982.
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L. J. Andolsek, a Commissioner of the U.S. Civil Service Commission from 1963-1977, is president of the National Association of Retired Federal Employees.

Descriptors: *Pension financing / *Retirement--Administration / Social security / Pension funds / Federal government.

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"Double dipping": the combined effects of social security and civil service pensions on employee retirement. Cambridge, Mass., National Bureau of Economic Research, 1981. 1v. (Working paper no. 800)
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Why do people retire from work early? Social security bulletin, 45:10-14, September 1982.
Descriptors: *Retirement, Early--Research / *Health, Employee--Research.

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Descriptors: *Retirement / *Pensions--Administration / *Pensions--Comparative studies / California--Civil service.

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Descriptors: *Social security--Handbooks, manuals, etc.

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Descriptors: *Physicists--Employment.

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Coping with the employee turned institution. Management (U.S. Office of Personnel Management), 3:12-13, Spring 1982.
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Performance based supervisory development: adapted from a major AT&T study. Amherst, Mass., Human Resource Development Press, 1982. 210p.
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Descriptors: *Tests--Cases / *Professional and Administrative Career Examination--Cases / Federal government / U.S. Office of Personnel Management.

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Frank L. Schmidt is a personnel psychologist with the U.S. Office of Personnel Management.
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The problem of transfer calls for partnership. Training and development journal, 36:75-76+, October 1982.
Descriptors: *Transfer of training / *Skills conversion.

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Descriptors: *Foreign nationals--Training / *Training consultants / *Overseas personnel--Training / Cross cultural communication / Telecommunications.

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Descriptors: *Training costs.

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Descriptors: *Training administration / *Training methods.

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Descriptors: *Training methods / *Training officers--Responsibilities / Training planning.

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Descriptors: *Women--Employment--Research / *Organizational commitment--Research / Sex discrimination.

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From a conversation with Lawrence J. Korb, Assistant Secretary of Defense for Manpower.
Descriptors: *Women military personnel / *Military personnel.

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Becker, Franklin D.
The successful office; how to create a workspace that's right for you. Reading, Mass., Addison-Wesley, 1982. 212p.
Descriptors: *Office layout / *Working conditions.

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Vocational behavior and career development, 1981: a review. Journal of vocational behavior, 21:123-163, October 1982.
Descriptors: *Work values--Research / *Women--Employment--Research / *Afro-Americans--Employment--Research / Occupational choice / Tests, Vocational interest / Literature reviews.

11-176
Goddard, Robert W.
A sense of belonging. Management world, 11:28-30, September 1982.
Descriptors: *Quality of working life / *Work values / *Job satisfaction / Productivity.

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Keidel, Robert W.
QWL development: three trajectories. Human relations, 35:743-761, September 1982.
Robert W. Keidel was a Faculty Fellow at the U.S. Office of Personnel Management from 1979-1981.
Portions of this article appeared in Quality of Working Life in the Private Sector: an Overview and a Developmental Perspective, 1981, published by U.S. Office of Personnel Management (Personnel Literature, item 5-260, May 1981).
Descriptors: *Quality of working life--Case studies / Organizational characteristics.

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TABLE OF CONTENTS

Item No.

Career Staffing........................1
Change, Organizational.................2
Civil Service..........................3-4
Civil Service, Federal.................5-7
Civil Service, Foreign.................8
College Graduates......................9
Compensation...........................10-16
Counseling.............................17
Creative Thinking......................18
Electronic Data Processing--Effects....19
Employee Conduct.......................20-23
Employee Health and Medical Care.......24-33
Equal Opportunity in Employment........34-43
Executives.............................44-45
Executives--Abilities and Characteristics....46
Executives--Compensation...............47-49
Executives--Evaluation.................50
Executives--Recruitment................51
Executives--Responsibilities...........52-53
Executives--Training...................54-62
Grievances and Appeals.................63-64
Handicapped............................65
Hours of Work..........................66-69
Human Relations........................70-75
Insurance, Health......................76
Insurance, Life........................77
Interviewing...........................78
Job Satisfaction.......................79-82
Job Search.............................83
Labor Force............................84-86
Labor-Management Relations.............87-90

Item No.

Labor Turnover.........................91-93
Leadership.............................94-95
Leave..................................96
Management.............................97-98
Motivation.............................99
Occupations and Occupational Choice....100-102
Organizations..........................103-105
Overseas Personnel.....................106-107
Participative Management...............108-110
Performance Evaluation.................111-117
Personnel Administration...............118-119
Personnel Departments..................120-121
Personnel Records......................122-123
Personnel Utilization..................124
Position Classification................125
Position Management....................126
Productivity...........................127-134
Professional Employees.................135-137
Public Administration..................138-141
Reduction in Force.....................142-146
Retirement.............................147-150
Retirement Planning....................151-152
Safety.................................153
Scientists and Engineers...............154-155
Supervision............................156
Supervisors............................157-162
Tests..................................163-168
Training...............................169-173
Training Administration................174-183
Training Evaluation....................184-185
Women--Employment......................186-187
Work Life..............................188-190

CAREER STAFFING

12-1
Novit, Mitchell S.
Negative references and legal liability. Supervisory management, 27:14-18, November 1982.
Descriptors: *Employment references--Cases / *Discrimination--Cases / Reprisals.

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12-2
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Status of the municipal work force. Urban data service report, 14:1-7, September 1982.
Based on the Survey of Municipal Employee Work History--1981 conducted by the International City Management Association in the winter of 1981.
Descriptors: *Municipal employees--Statistics / *Municipal employees--Characteristics / Municipal employees--Pay / Surveys.

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The politics of urban personnel policy; reformers, politicians, and bureaucrats. Port Washington, N.Y., Kennikat Press, 1982. 178p.
Descriptors: *New York (City)--Civil service / *Civil service reform--History / *Personnel administration--Case studies / Local government / Bureaucracy.

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Descriptors: *Civil service reform--Administration--Evaluation / *Senior executive service--Administration--Evaluation / *Whistleblowing / Federal government.

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Civil service reform: an annotated bibliography. Washington, General Accounting Office, 1981. 41p. (OISS-81-07)
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Descriptors: *Civil service reform--Bibliography / Federal government.

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Descriptors: *Executive perquisites / *Executive perquisites--Costs / *Automobile drivers--Pay / Federal government.

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Delafons, John.
Working in Whitehall: changes in public administration 1952-1982. Public administration (Gt. Brit.), 60:253-272, Autumn 1982.
Descriptors: *Great Britain--Civil service--Research / *Great Britain--Civil service--History.

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12-9 Ie162 .Sh6r 1981-82
Shingleton, John D. and L. Patrick Scheetz.
Recruiting trends 1981-82. East Lansing, Michigan State University, Placement Services, 1981. 62p.
Descriptors: *College graduates--Recruitment--Statistics / *College graduates--Pay--Statistics / *College graduates--Employment--Statistics / Federal government.

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Rives, J. M., J. M. West and C. G. Krenk.
Productivity and pay: a survey of workers' perceptions. International journal of manpower (Gt. Brit.), 2:26-31, no. 4 1981.
Descriptors: *Performance-based pay--Research / *Incentive pay--Research / *Productivity improvement--Research / Employee attitudes / Surveys / United States.

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Steele, James W.
Paying for performance and position: dilemmas in salary compression and merit pay. New York, AMACOM, 1982. 50p. (AMA survey report)
Descriptors: *Pay compression / *Supervisors--Pay--Research / *Pay surveys / State government / Local government / Federal government.

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Employee benefits in medium and large firms. Washington, U.S. Govt. Print. Off., 1982. 47p. (Bulletin 2140)
Descriptors: *Fringe benefits--Surveys / *Fringe benefits--Statistics.

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Disability compensation: current issues and options for change. Washington, U.S. Govt. Print. Off., 1982. 95p. (A CBO study)
Descriptors: *Disability benefits--Administration--Evaluation / *Disability benefits--Cost / *Retirement, Disability / Federal government.

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Federal civilian and military pay increases. Message to the Congress reporting on the pay adjustments. October 25, 1982. Weekly compilation of Presidential documents, 18:1388, November 1, 1982.
Descriptors: *Pay increases / *Military personnel--Pay / Federal government.

12-15 Ie52 .Un883s
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Setting up a pay system, by Gene F. Scollard. [Rev. ed.] Washington, U.S. Govt. Print. Off., 1982. 5p. (Management aids, no. 5.006)
Descriptors: *Pay administration--Handbooks, manuals, etc.

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Wisniewski, Stanley C.

Achieving equal pay for comparable worth through arbitration. Employee relations law journal, 8:236-255, Autumn 1982.

Descriptors: *Pay rates / *Pay rates--Cases / *Arbitration / Women--Discrimination / Job evaluation.

COUNSELING

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Wagner, William G.

Assisting employees with personal problems. Personnel administrator, 27:59-61+, November 1982.

Descriptors: *Employee counseling--Administration / *Employee counseling--Case studies / Behavioral problems / Municipal employees.

CREATIVE THINKING

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VanGundy, Arthur B.

Training your creative mind. Englewood Cliffs, N.J., Prentice-Hall, 1982. 232p.

Descriptors: *Creative thinking--Problems, exercises, etc. / *Creative ability--Problems, exercises, etc. / *Personal development.

ELECTRONIC DATA PROCESSING--EFFECTS

12-19

Brod, Craig.

Managing technostress: optimizing the use of computer technology. Personnel journal, 61:753-757, October 1982.

Descriptors: *Computers--Psychological aspects / *Change, Resistance to / *Stress, Psychological--Control / Performance errors / Training methods.

EMPLOYEE CONDUCT

12-20 S/I

Free speech in the public sector. Midwest monitor (Midwest Center for Public Sector Labor Relations), 8:2-14, May-June 1982.

Descriptors: *Freedom of speech--Cases / *Government employees--Civil rights / *Political activity--Cases / Federal government / State government.

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New Hampshire Advisory Committee to the U.S. Commission on Civil Rights.

Sexual harassment on the job; a guide for employers, prepared by the New Hampshire Advisory Committee to the U.S. Commission on Civil Rights, the New Hampshire Commission for Human Rights and the New Hampshire Commission on the Status of Women. Washington, U.S. Commission on Civil Rights, 1982. 22p.

Descriptors: *Harassment / *Harassment--Cases / *Sex discrimination.

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Nowlin, William A.

Do you have thieves on your payroll? Supervisory management, 27:25-30, October 1982.

Descriptors: *Employee theft / *Employee theft--Control.

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Vermont Advisory Committee to the U.S. Commission on Civil Rights.

Sexual harassment on the job; a guide for employers, prepared by the Vermont Advisory Committee to the U.S. Commission on Civil Rights and the Governor's Commission on the Status of Women. Washington, U.S. Commission on Civil Rights, 1982. 23p.

Descriptors: *Harrassment / *Harassment--Cases / *Sex discrimination.

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Bahniuk, Margaret.
Educators stress the importance of exercise. Word processing & information systems, 9:50, October 1982.
Descriptors: *Physical fitness / *Word processing personnel.

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Derived from the proceedings of a conference funded by the National Science Foundation held at Berkeley Springs, W. Va., in 1978.
Descriptors: *Health, Employee--Conferences / *Safety regulations--Conferences.

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Bensinger, Peter B.
Drugs in the workplace. Harvard business review, 60:48+, November-December 1982.
Descriptors: *Drug abusers--Personnel policies / *Drug abusers--Statistics.

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Bold, Rudolph.
Librarian burn-out. Library journal, 107:2048-2051, November 1, 1982.
Descriptors: *Stress, Psychological / *Librarians.

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Brody, Jane E.
Noise poses a growing threat, affecting hearing and behavior. New York times, 132:C1+, November 16, 1982.
Descriptors: *Noise / *Health, Employee / Stress, Psychological / Deaf.

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Fielding, Jonathan E.
Effectiveness of employee health improvement programs. Journal of occupational medicine, 24:907-916, November 1982.
Descriptors: *Preventive health services--Evaluation / Health, Employee / Physical fitness / Weight--Control / Smoking--Control / Heart--Diseases.

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Ganster, Daniel C. and others.
Managing organizational stress: a field experiment. Journal of applied psychology, 67:533-542, October 1982.
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Contents: Symposium introduction, by George T. Milkovich; Evaluating employment outcomes: availability models and measures, by Frank Krzystofiak and Jerry Newman; Ability tests: economic benefits versus the issue of fairness, by John E. Hunter and Frank L. Schmidt; Pay discrimination: legal issues and implications for research, by George T. Milkovich and Renae Broderick; Pay discrimination research and litigation: the use of regresson, by David E. Bloom and Mark R. Killingsworth; Evolving EEO decision law and applied IR research, by Marc Rosenblum.
Frank L. Schmidt is a personnel research psychologist, U.S. Office of Personnel Management.
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Descriptors: *Executives--Responsiblities / *Coaching / *Employee counseling / Problem employees.

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Descriptors: *Flexible working hours.

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Descriptors: *Organizational behavior / *Communication in management / Executives--Responsibilities.

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Descriptors: *Labor supply / Unemployment.

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Descriptors: *Union stewards / *Union organizing / *Supervisors--Responsiblities.

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Descriptors: *Resignation--Research / *Unemployment compensation.

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Descriptors: *Sick leave--Research / *Overtime work--Research / *Absenteeism--Costs / Federal government.

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Descriptors: *Decision-making--Theory / *Decision-making--Case studies.

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Descriptors: *Management improvement--Case studies / *U.S. Immigration and Naturalization Service--Administration--Evaluation / Federal government.

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Descriptors: *Motivation / *Goal setting--Research / *Performance--Research / College students.

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Olsten, William.

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Descriptors: *Administrative assistants--Responsibilities / *Secretaries--Responsibilities.

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Descriptors: *Criminal justice, Administration of--Career opportunities / Federal government.

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Descriptors: *Organizations--Comparative studies / *Organizations--Climate--Comparative studies / Motivation / Job satisfaction / Work values / Literature reviews.

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Descriptors: *Organizations--Research / Methodology.

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Descriptors: *Organizational effectiveness--Research.

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Descriptors: *Overseas personnel--Pay / *Overseas personnel--Personnel policies.

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Descriptors: *Overseas executives / *Leadership style.

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Quality circles spark office productivity. Quality circle digest, 2:70-75, September 1982.
Descriptors: *Quality circles--Case studies / Office workers.

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Brownell, Peter.
Participative management: the state of the art. Wharton magazine, 7:38-43, Fall 1982.
Descriptors: *Participative management.

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Fasman, Zachary D.
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Descriptors: *Participative management--Cases / *Works councils--Cases / *Labor-management relations--Cases / Unions.

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Bogerty, Margaret A.
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Descriptors: *Performance evaluation / *Self-evaluation.

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Descriptors: *Performance evaluation / Libraries.

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Descriptors: *Performance evaluation--Research / College professors--Evaluation / College students.

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Do behavioral observation scales measure observation? Journal of applied psychology, 67:562-567, October 1982.
Descriptors: *Performance evaluation--Research / College students.

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Descriptors: *Performance evaluation--Administration / *Work measurement--Administration / *Civil service reform / Federal government.

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Prediction of job performance: review of military studies. Springfield, Va., National Technical Information Service, 1982. 1v. (AD-A11 3208)
Descriptors: *Performance evaluation--Methods--Research / *Prediction of occupational success--Research / *Military personnel--Evaluation.

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Wells, Ronald G.
Guidelines for effective and defensible performance appraisal systems. Personnel journal, 61:776-782, October 1982.
Descriptors: *Performance evaluation--Administration.

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Cascio, Wayne F.
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Descriptors: *Personnel administration / *Futures (of society) / Technological innovations.

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Descriptors: *Personnel departments--Administration / *Personnel officers--Responsibilities.

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Descriptors: *Personnel information systems--Administration.

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Ceriello, Vincent R.

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Descriptors: *Personnel information systems--Administration.

PERSONNEL UTILIZATION

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Descriptors: *Skills inventory--Administration.

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Descriptors: *Position classification / *Position classification appeals / Federal government.

POSITION MANAGEMENT

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Descriptors: *Position management--Law and legislation / *Contracts, Government--Law and legislation / Federal government.

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Arrington, Susan and Donald S. Biskin.
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Descriptors: *Productivity improvement / *Productivity measurement / *Mental health services / State government.

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Epstein, Paul D.
The value of measuring and improving performance. Public productivity review, 6:157-166, September 1982.
Descriptors: *Productivity improvement / *Productivity measurement / Local government.

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Descriptors: *Productivity / *Productivity measurement / *Performance / Selection / Teamwork.

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Human performance and productivity: information processing and decision making, edited by William C. Howell and Edwin A. Fleishman. Hillsdale, N.J., Erlbaum, 1982. 193p. (Human performance and productivity series, vol. 2)
Descriptors: *Productivity improvement / *Human engineering / *Decision-making / Man-machine systems.

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Descriptors: *Productivity / *Stress, Psychological / *Performance.

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Descriptors: *Productivity measurement--Conferences / *Productivity improvement--Conferences / Local government.

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Poppel, Harvey L.
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Descriptors: *Productivity improvement / *Office procedures--Automation.

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Sharplin, Arthur D. and R. Wayne Mondy.
Looking beyond individual productivity. Supervisory management, 27:2-9, November 1982.
Descriptors: *Productivity / *Efficiency, Employee / *Supervisors--Responsibilities / Problem employees.

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Descriptors: *Supervisors--Abilities / Power (Social sciences).

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Partial contents: U.S. training census and trends report, 1982, by Ron Zemke; Trainer tally varies--depending upon who is counted, by Ron Zemke; Profiles in training: people and processes that make training work, by Richard Broderick; Who gets trained and how? by Ron Zemke; Training budgets: where does the money go? by Ron Zemke; Making dollars--and sense--out of the training market, by Ron Zemke; Trainers rate lifestyle high in contentment, enjoyment, by Chris Lee.
Descriptors: *Training officers--Statistics / *Training administration--Statistics / *Training administration--Case studies / Training costs / Training officers--Attitudes / Surveys.

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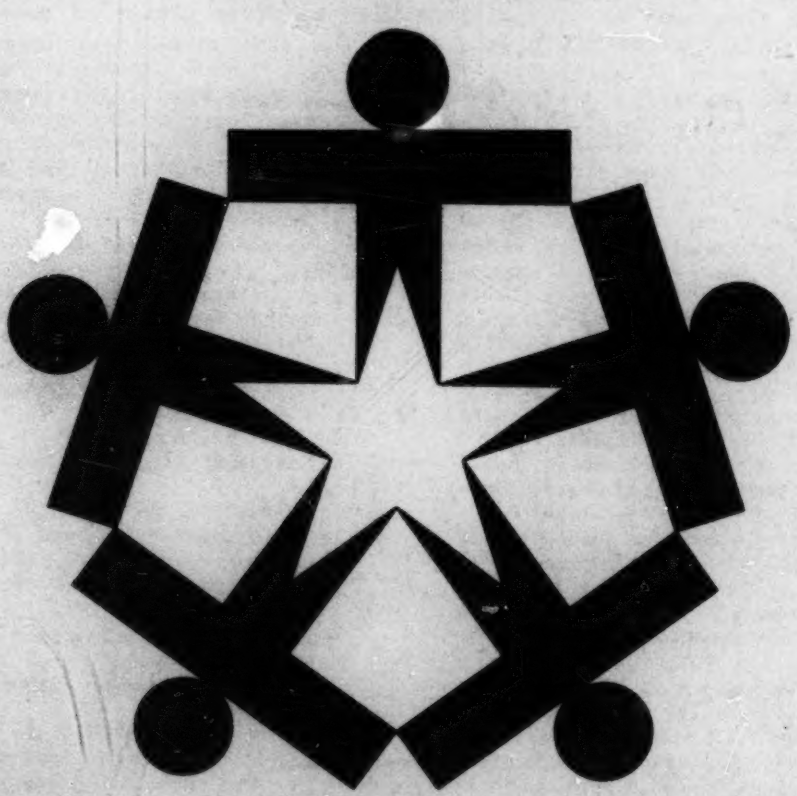

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PERSONNEL LITERATURE INDEX

Foreword

This is a detailed Name-Subject index to the 1982 monthly issues of *Personnel Literature*. The name list includes personal and corporate authors and added entries for contributors to books of readings or others having secondary responsibility for the material.

Users are urged to check the most specific index term first. Words such as PAY or TESTS are also used as subdivisions with specific groups of persons, e.g., EXECUTIVES--PAY; POLICE--TESTS.

The numbers in the Index refer to the month of issue and specific item. An entry numbered 5-162 would be item 162 in the May issue.

Name Index...........1-69
Subject Index......70-180

A

ACME, Inc., Directory of members [of the Association of Management Consulting Firms], 4-30
Abbott, Langer & Associates, Professional engineer income and salary survey, 1982, 8-25
Abdelsamad, Moustafa, Financial management to improve productivity, 3-176
Abelson, Michael A., Climate: a reconceptualization and proposed model, 6-142
Aberbach, Joel D., Bureaucrats and politicians in western democracies, 8-63
Abney, Glenn, Influence of the chief executive on city line agencies, 6-68
Abramson, Mark A., Developing an evaluation design for the Senior Executive Service, 10-25
Abramson, Pamela, You can't fire me, I'll sue, 8-170
Abrell, Ron, Outplacement counselling: a must in higher education, 6-186
Accreditation Board for Engineering and Technology, Accredited programs leading to degrees in engineering by institution, 1980, 1-183; Accredited programs leading to degrees in engineering by institution, 1981, 12-154; Accredited programs leading to degrees in engineering technology by institution, 1980, 1-184; Accrediged programs leading to degrees in engineering technology by institution, 1981, 12-155; Accredited programs leading to degrees in engineering technology by program, 1980, 1-185
Ackerman, Linda S., Transition management: an in-depth look at managing complex change, 10-13
Acuff, Hall A., Improving the employment function, 7-5; Managing turnover; it can be done, 3-132
Adamec, Christine, Companies that hire older workers, 8-132
Adams, John D., Understanding and managing stress, 8-47
Adams, Sexton, Modern personnel management, 9-129
Adkins, John I., Jr., Managing and employing the handicapped, 4-82
Adkins, Lynn, Creating a climate for productivity, 6-169; High cost of employee theft, 11-34
Adkinson, Patricia A., Testing Rogers' humanistic theory for manager creativity, 6-40
Administrative Management Society, AMS office turnover survey for U.S. and Canada, 3-133
Ahearn, Barry, Employee communications, 10-32
Ahmadi, Mohammad, Long-term forecasting of employee benefits, 1-23
Ahren, Nancy C., Career outcomes in a matched sample of men and women Ph.D.s, 11-126
Aina, Sola, Bureaucratic corruption in Nigeria, 6-11
Ainsworth-Land, Vaune, Imaging and creativity: an integrating perspective, 9-36
Akabas, Seth A., Social services at the workplace: new resource for management, 7-47
Akabas, Sheila H., Social services at the workplace: new resource for management, 7-47
Alber, Antone F., Making job enrichment pay off, 3-115
Albrecht, Karl, Why it's time for a systems approach to organization development, 6-6
Aldag, Ramon J., Measurement of perceived task characteristics, 1-105
Alessandra, Anthony J., Art of managing people, 4-161
Alewine, Thomas C., Performance appraisals and performance standards, 4-150
Alfalla, Lynn I., Political activities and the Federal worker, 11-117
Allan, Carole, Chartbook on aging in America, 1-133
Allan, Peter, Public personnel and administrative behavior, 6-156
Allen, Geoff, The image of the public administrator: an industry perspective, 4-54
Allen, Louis A., Making managerial planning more effective, 6-125
Allen, R. Douglas, Occupational stress and perceived organizational effectiveness in formal groups, 8-41
Alluisi, Earl A., Human performance and productivity: stress and performance effectiveness, 12-131
Alpander, Guvenc G., Integrated model of strategic human resource planning and utilization, 5-217
Alpern, Anita, Career administrators: what is their policy role (if any)? Who respects them (if anyone)? 6-182
Alston, Jon P., Awarding bonuses the Japanese way, 11-70
Alter, JoAnne, Part-time career for a full-time you, 5-78

Alutto, Joseph A., Female vs. male absence rates, 8-2; On the use of shift as an independent variable in absenteeism research, 11-1
American Association of University Professors, The rocky road through the 1980s: annual report on the economic status of the profession, 1980-81, 3-20
American Compensation Association, National conference proceedings, 1981, 5-64; 1981-1982 salary budget survey, 8-21
American Council of Life Insurance, Life insurance fact book, 1982, 12-77; Pension facts, 1981, 4-188
American Council on Education, Fact book for academic administrators, 1-16; Women and minorities in administration of higher education institutions, 4-53
American Federation of Labor and Congress of Industrial Organizations, People's lobby: an AFL-CIO report on the 96th Congress, 5-100; Policy resolutions adopted November 1981 by the Fourteenth Constitutional Convention, 5-101
American Institute of Physics, Graduate student survey, 11-143; Society membership 1980 profile, 1-186; Survey of physics and astronomy bachelor's degree recipients, 1980-81, 6-200
American Society for Personnel Administration, ASPA/Hansen salary survey of Personnel and Industrial Relations (PAIR) positions, 11-19
American Society for Quality Control, Annual Quality Congress transactions, 5-110; Quality circles and...quality of work life, 1-138
American Society of Safety Engineers, Scope and functions of the professional safety position, 4-196
Ames, Michael D., Training and developing women managers, 12-54
Anderson, David F., Attrition versus layoffs: how to estimate the costs of holding employees on payroll when savings are needed, 8-169
Anderson, John C., Decertification process: evidence from California, 8-106; Model of intra-organizational mobility, 1-123
Anderson, Phil, How sports and humor films can help you to hatch better training results, 6-217
Anderson, Ralph, Management forecast and checklist for 1982, 9-144
Anderson, Richard C., Career development: whose responsibility? 9-176
Andolsek, L. J., Pension "crisis." 11-135
Andre, Rae, Managing the visiting employee in the United States, 10-133
Andrews, Lori B., Advertising rules balance rights and responsibilities, 10-65
Angel, Marina, White-collar and professional unionization, 4-112
Angelini, Arrigo L., The impact of Situational Leadership and classroom structure on learning effectiveness, 9-72
Anthony, William P., Avoiding intimidation: the fine art of saying no, 1-102
Antilla, Susan, Paying for stress on the job, 3-67
Antone, Christopher C., Antipathies of organized labor, 7-138
Applegath, John, Working free; practical alternatives to the 9 to 5 job, 11-68
Applied Consulting and Evaluation, Study of training in industry, 7-216
Arai, Joji, Japanese management & white collar government, 6-133
Aranda, Eileen K., Evaluating management training: a contingency approach, 10-203; Public sector productivity: a focus on Phoenix, 10-157
Aranda, Luis, The organization as teacher; getting behind the employee, 3-213
Argyle, Nolan J., Civil service reform: the state and local response, 9-12
Argyris, Chris, Interview (Chris Argyris) 4-97
Armbrust, Earl A., Cost of potential layoffs under the administration's Federal employment reduction program, 4-185
Arnold, Gloria C., Job design task attributes, 4-103
Arnold, Hugh J., Multivariate analysis of the determinants of job turnover, 7-142
Arnone, William, Preretirement planning, 12-151
Aron, Cindy S., "To barter their souls for gold:" female Federal clerical workers in late nineteenth-century America, 6-220
Arrington, Susan, Assessing the productivity of a state mental health service system, 12-127
Arthur, John R., Here's how to formulate a labor relations policy, 3-122
Arvey, Richard D., Detecting job differences: a monte carlo study, 3-114; Employment interview: a summary and review of recent research, 8-101
Ash, Ronald A., Job elements for task clusters: arguments for using multi-methodological approaches, 5-85
Asherman, Ira G., The corrective discipline process, 10-53
Ashkenas, Ronald N., Hard times? Manage results, not just resources, 2-123; Managers can avoid wasting time, 6-126
Ashley, William L., Adaptation to work: an exploration of processes and outcomes, 3-224

Ashworth, D. Neil, Empirical investigation of municipal personnel practices in Mississippi, 8-150; Examination of the effects and countereffects of an organizational change effort, 10-16

Asimow, Michael, When the curtain falls: separation of functions in the Federal administrative agencies, 2-75

Astley, W. Graham, Complexity and cleavage: dual explanations of strategic decision-making, 12-97

Astor, Gerald, Smoothing the glide path, 12-152

Atkinson, Tom, Background, personality, job characteristics, and satisfaction with work in a national sample, 5-89

Atwater, Donald M., Application of integrated human resource planning supply-demand models, 6-225; Labor market analysis for equal employment opportunity (EEO) planning, 7-64

August, Arlene, Secretary: obsolete or indispensable, 1-128

Auster, Ethel, Organizational behavior and information seeking: lessons for librarians, 8-134

Awad, Elias M., Human resources management: an information systems approach, 5-143

Awal, Deepa, Differentiating between perceived organization and work group climates, 4-234

Axline, Larry L., Hiring a consultant? First do your homework, 2-26

Axmith, Murray, Coaching and counseling: a vital role for managers, 12-52

Axtell, Paul, Getting involved at Monsanto, 2-140

Ayers-Nachamkin, Beverly, Sex and ethnic differences in the use of power, 10-126

Ayton, Eugene, Equal opportunity laws: some common problems, 6-53

B

Bacow, Lawrence S., Bargaining for job safety and health, 3-198

Baden, Clifford, New management initiatives for working parents: reports from an April 1981 conference, 9-186

Bagby, Thomas R., The Supreme Court reaffirms broad immunity for seniority systems, 9-44

Bahniuk, Margaret, Educators stress the importance of exercise, 12-24

Bain, David, Productivity prescription; the manager's guide to improving productivity and profits, 11-121

Bair, James H., The office of the future; communication and computers, 2-31

Baird, Lloyd, Managing time: positive clock-watching, 2-125; Performance appraisal sourcebook, 5-140

Baker, Douglas D., Employee selection: must every job test be validated? 10-190

Baker, H. Kent, Stepping up to supervision: being popular isn't enough, 3-200; Stepping up to supervision: building an effective work group, 4-79; Stepping up to supervision: conducting performance reviews, 6-151; Stepping up to supervision: coping with change, 5-10; Stepping up to supervision: managing time and job pressures, 2-188; Stepping up to supervision: planning for success, 1-190

Bakken, David, A systematic approach to evaluation, 10-203

Balachandran, Sarojini, Recruitment advertising and academic library directorships, 7-93

Balderston, Jack L., Key differences determine successful WP and DP, 2-32

Ball, Howard, Toward a constitutional law of torts; the Burger Court and official liability, 9-13

Ball, Judith S., Quality of work life; initiating successful efforts in labor-management organizations, 9-193

Ball, Leslie D., Computer crime is a growth business, 7-54

Ban, Carolyn, Controlling the U.S. Federal bureaucracy: will SES make a difference? 10-23; Firing the unproductive employee: will civil service reform make a difference? 7-16

Bandow, Doug, The day they stop returning your calls, 10-67

Barbarotta, Linda, The Federal Civil Service Reform Act: implications for the states, 10-22

Barbour, George P., Jr., Managing fitness: a guide to shaping up an organization, 6-46

Barclay, Lizabeth, Social learning theory: a framework for discrimination research, 11-43

Bardo, John W., Satisfaction of industrial workers as predictors of production, turnover, and absenteeism, 12-79

Barker, David T., reversing the trend toward early retirement, 2-182

Barker, Karlyn, Agency critics often whistle solitary tune, 11-50

Barkhaus, Robert S., A practical view of outplacement counseling, 9-34

Barnes, Michael D., Impact of 1981 RIFS on minorities & women and updated RIF projections for FY82, 2-180

Barnes, Ralph M., Motion and time study; design and measure of work, 2-162
Baron, Alma S., What men are saying about women in business, 5-206
Baroni, Barry J., The legal ramifications of appraisal systems, 3-163
Barr, Robert, How VIP's live high at taxpayers' expense, 6-74
Barr, Steve H., Measurement of perceived task characterisitics, 1-105
Barresi, Josephine G., Policy options regarding certification and licensure requirements for related services personnel, 2-85
Barrett, Brenda, How real is worker involvement in health and safety? 2-186
Barrett, Derm, Productivity programs: nurturing the climate for creativity and innovation, 1-155
Barrett, Raymond J., Daily rhythms: a key to optimal performance, 7-103
Barsky, Carl B., White collar pay levels linked to corporate work force size, 7-29
Bartholet, Elizabeth, Application of Title VII to jobs in high places, 8-49
Bartlett, C. J., Validity large, validity small: which is the fairest one of all? 7-180
Bartlett, James, Toward improving the magnitude of relationships between test anxiety and sentence memory, 12-163
Bartley, Douglas L., Job evaluation; wage and salary administration, 2-101
Bartolke, Klaus, Workers' participation and the distribution of control as perceived by members of ten German companies, 11-102
Bartos, Rena, The moving target; what every marketer should know about women, 10-204
Basadur, Min, Training in creative problem solving, 8-35
Bass, Bernard M., Stogdill's handbook of leadership, 6-121
Bate, Paul, Exploring participation, 2-138
Bauchum, Rosalind G., Introduction to project planning and management for public organizations: selected references, 3-145
Baxter, Ralph H., Jr., Constructive discharge--when quitting means getting fired, 3-187; Judicial and administrative protections against sexual harassment in the work place, 6-41
Bazerman, Max H., Impact of personal control on performance: is added control always beneficial? 10-211; Improving negotiation effectiveness under final offer arbitration, 12-135
Beal, Edwin F., Practice of collective bargaining, 4-113
Bearak, Joel A., Termination made easier: is outplacement really the answer? 6-187
Beatty, Richard W., Performance appraisal sourcebook, 5-140; Personnel administration: an experiential skill-building approach, 6-157
Beaumont, P. B., The problem of alcoholism in industry, 2-37
Beck, Don E., Beyond the Grid and situationalism: a living systems view, 10-83
Becker, Brian E., The influence of labor market discrimination on locus of control, 9-112
Becker, Franklin D., Successful office; how to create a workspace that's right for you, 11-174; Workspace; creating environments in organizations, 10-212
Becker, Heather A., Job hunting behaviors and employment status of recent college graduates, 3-18
Bednarzik, Robert W., Employment situation in 1981, 5-98
Beer, Michael, Organization change and development: a systems view, 9-9
Beeson, Mary, Anderson v. General Dynamics Convair Aerospace Division: first amendment establishment clause challenge to Title VII's mandated accommodation of religion, 1-54
Begin, James P., Practice of collective bargaining, 4-113
Bekassy, Virginia, Boosting productivity with the four-day week, 3-99
Bell, Chip R., 'Energize' your staff to improve productivity, 4-169
Bellak, Alvin O., Fifth annual Hay report on executive compensation, 3-85; Sixth annual Hay report on executive compensation, 12-47
Bellanca, Joseph J., Motivating managers and workers, 6-47
Beller, Andrea H., Occupational segregation by sex: determinants and changes, 10-206
Bellin, Judith S., Genes and gender in the workplace, 3-55
Bellone, Carl J., Structural vs. behavioral change: the Civil Service Reform Act of 1978, 7-16.
Belohlav, James A., Equal opportunity laws: some common problems, 6-53
Bennett, James T., Better government at half the price, 6-179
Bennett, Joel P., Changes needed in the Federal employment discrimination laws, 10-34
Bennis, Warren, Leadership transforms vision into action, 7-144
Bensinger, Peter B., Drugs in the workplace, 12-26

Bergmann, Thomas, Managers and their organizations: an interactive approach to multidimensional job satisfaction, 2-103; Professional employees: unionization attitudes and reward preferences, 10-169
Berkhout, Jan, Causes and consequences of high morale, 4-80
Bernardin, H. John, Behavioral observation scales and the evaluation of performance appraisal effectiveness, 11-107; Cognitive complexity and appraisal effectiveness, 7-169
Berne, Richard R., Employer-sponsored career development programs, 6-3
Bernstein, Alan L., A systematic approach to evaluation, 10-203
Bernstein, Bruce, Salaries 1982, 10-47
Bernstein, Jill, Rearranged work schedules in the private sector; bibliographic and case study analysis, 3-100
Berry, Frances S., States' occupational licensing debate, 6-140
Beschner, George M., Treatment services for drug dependent women, 2-211
Betz, Ellen L., Need fulfillment in the career development of women, 4-7
Bhagat, Rabi S., Job design task attributes, 4-103; Role of subjective culture in organizations, 12-103
Bibeault, Donald B., Corporate turnaround: how managers turn losers into winners, 7-7
Biggart, Eleanor M., Quality circles spark office productivity, 12-108
Biggs, Donald A., Career counseling from a cognitive perspective, 3-44
Bikson, Tora K., The office of the future: prison or paradise? 7-149
Biles, George, The aging of age discrimination--evolving ADEA interpretations and employee relations policies, 9-47
Birchall, David W., Tomorrow's office today: managing technological change, 4-37
Birnbrauer, Herman, Managing HRD time: a guide for trainers, 2-120; Training for trainers, 4-211
Birschel, Dee, Employee benefits: information sources, 8-22
Biskin, Donald S., Assessing the productivity of a state mental health service system, 12-127
Bittel, Lester R., The limited, traditional world of supervisors, 9-161
Bjorn, Lars, Blue-collar blues; the sexual harassment of women autoworkers, 11-38
Black, Joanne, Five key questions for women in business, 7-95
Blai, Boris, Jr., Predicting job satisfaction, 12-80
Blair, John D., Quality circles: practical considerations for public managers, 10-134
Blair, Roger D., Regulating the professions, 12-137
Blake, Robert R., Comparative analysis of situationalism and 9,9 management by principle, 7-145; Grid principles versus situationalism: a final note, 9-106; How to choose a leadership style, 9-103; Management by Grid principles or situationalism, 4-59; Theory and research for developing a science of leadership, 11-85
Blakeslee, G. Spencer, Evaluating a communications training program, 12-184
Blanchard, Kenneth H., Grid principles and situationalism: both! A response to Blake and Mouton, 9-106; Leadership style: attitudes and behaviors, 9-105; Management of organizational behavior; utilizing human resources, 10-95; One minute manager, 11-53
Blank, William E., Handbook for developing competency-based training programs, 9-182
Blasingame, Margaret C., Performance appraisal bibliography of recent publications; 1981 edition, 1-141; Selected bibliography on employee attitude surveys, 1-4
Blau, Gary J., Toward enhancing research with the social information processing approach to job design, 11-72
Blevins, E. Edward, Passing the buck: a management game, 12-70
Blimline, Carol, Counseling in a government agency, 4-32
Bloom, David E., Pay discrimination research and litigation: the use of regression, 12-40; Is arbitration really compatible with bargaining? 1-114
Bloom, Eric P., Creating an employee information system, 12-122
Bluedorn, Allen C., Managing turnover strategically, 5-106; Unified model of turnover from organizations, 5-107
Blumberg, Melvin, The missing opportunity in organizational research: some implications for a theory of work performance, 11-22
Blunden, Roger, Maintaining new procedures using feedback to staff, a hierarchical reporting system, and a multidisciplinary management group, 8-135
Blyton, Paul, Managers as union activists, 2-52
Board, Anne T., How to make line positions more attractive for MBAs, 10-68

Bocher, Rita B., Does tradition affect affirmative action results? how Pennsylvania achieved changes at the middle management level, 11-91
Boddy, David, Advanced technology and the quality of working life: the effects of word processing on video typists, 5-211
Boe, Gerard P., Hints on managing the difficult employee, 12-156
Boehm, Virginia R., Are we validating more but publishing less? 5-197
Boffey, Philip M., Can lie detectors be trusted? 9-5
Bogen, David, A look at labor law in the land down under: industrial relations in Australia, 3-123
Bogerty, Margaret A., How to prepare for your performance review, 12-111
Bohen, Halcyone H., Balancing jobs and family life, 6-95
Boje, David M., Myth making: a qualitative step in OD interventions, 6-7
Bold, Rudolph, Librarian burn-out, 12-27
Bolles, Richard, "Career success requires we know more...about ourselves," 3-2; Data, people and things--revisited, 8-4
Bologna, Jack, Computer crime; wave of the future, 11-35
Bolt, James F., How to close the gap in human performance, 2-163
Bolte, Keith, Intel conqueres the "administrative marshmallow," 2-166
Bomberg, Hy, Value of wasting time, 11-29
Bonfield, Phyllis K., How managers rated in 1981, 4-67
Booher, E. Kathleen, 11 myths about writing --and how trainers can debunk them, 6-207
Boren, James H., Fuzzify! Borenwords and strategies for bureaucratic success, 10-20
Borinstein, Dennis, Systematic approach to increasing supervisory skills, 8-177
Borjas, George J., Earnings of male Hispanic immigrants in the United States, 5-17; Wage determination in the Federal government: the role of constituents and bureaucrats, 2-18
Borman, Walter C., Validity of behavioral assessment for predicting military recruiter performance, 4-1
Botter, Constant H., Integrated model of strategic human resource planning and utilization, 5-217
Bottger, Preston C., Individual versus group problem solving: an empirical test of a best-member strategy, 7-102
Bouloutian, Ara, Build a performance system--not a training system, 11-168
Bourne, Bonnie, Effects of aging on work satisfaction, performance and motivation, 11-95.
Bova, Breda M., Mentor relationship; a study of mentors and proteges in business and academia, 8-162
Bowen, David E., Some unintended consequences of intention to quit, 6-118
Bowman, James S., Personnel in the public service, 1-147; Symposium on civil service reform, 7-16; Symposium on civil service reform, Part 2, 10-25
Bowsher, Charles A., Management issues and the GAO, 6-182
Box, Barry E., Evolution of a staff development system, 12-55; 12-174
Boyatzis, Richard E., Competent manager, 6-69
Boyce, Michael T., Preventive labor relations; an office perspective, 8-107
Boyer, Glen L., Teaming up with management-support personnel, 5-194
Boylston, Raymond P., Recognizing hazards: whose responsibility? 1-180
Bozeman, Barry, Organization structure and the effectiveness of public agencies, 9-121; Scientific and technical information in public management, 4-60
Bracco, Edgar J., Getting the job done: the psychology of supervision, 6-205
Brache, Alan, Quality, productivity are the real targets, 2-153
Bradley, Mary I., Becoming a union leader, 4-120
Bradley, Richard W., Inside the creative process of counseling: vocational decision making takes place, 3-43
Bradshaw, Pete, The management of self esteem; how people can feel good about themselves and better about their organizations, 10-92
Bradshaw, Thornton, Corporations and their critics; issues and answers to the problems of corporate social responsibilities, 1-135
Braeman, Kathryn, Decade of paralegals in the law office, 5-125; Overview of FOIA administration in government, 6-85
Brandenburg, Dale C., Training evaluation: what's the current status? 10-203
Bray, Douglas W., Assessment center and the study of lives, 4-2; Career motivation in mid-life managers, 11-7; Today's young managers: they can do it, but will they? 3-81
Bredemeier, Kenneth, Hard times hit (non-defense) consultants, 7-45
Brennan, E. James, Counteroffers are counterproductive, 7-21
Brenner, O. C., Job orientation of black and white college graduates in business, 5-16; Organizational dilemma: sex differences in attitudes toward women held by future managers, 10-208; Playing fair, 8-85

Bresee, Catherine A., The woman MBA: a positive employment profile, 10-31

Brett, Jeanne M., Job transfer and well-being, 10-174

Brett, Randall, Performance appraisal: the system is not the solution, 1-142

Brewer, James D., Start-continue-stop -- a direct approach to performance counseling, 11-28

Brickfield, Cyril F., With justice for all, 3-182

Brief, Arthur P., Leader behavior in a police organization revisited, 2-104; Measurement of perceived task characteristics, 1-105

Bright, Thomas L., Avoiding religious discrimination in the workplace, 10-62; National origin harassment in the work place, 12-37

Brightman, Harvey J., Problem solving: a logical and creative approach, 9-109

Briley, Michael, Your work patterns: are they worth dying for? 10-56

Brim-Donohoe, Lue R., A case for human resource development, 3-214

Brimelow, Elizabeth, Women in the civil servide, 1-13

Brinkerhoff, Robert O., Making evaluation more useful, 2-205

Brinks, James T., Executive compensation, 1-75

Briscoe, Dennis R., Human resource management has come of age, 12-120

Broad, Mary L., Management actions to support transfer of training, 9-172

Broadnax, Walter D., Equal employment opportunity as public policy, 11-44; United States civil service; reflections on its centennial, 8-11

Broadwell, Martin M., "Professional development for new trainers," 9-173

Brod, Craig, Managing technostress: optimizing the use of computer technology, 12-19

Broderick, Renae, Pay discrimination: legal issues and implications for research, 12-40

Broderick, Richard, Profiles in training: people and processes that make training work, 12-183

Brodin, Mark S., Standard of causation in the mixed-motive Title VII action, 6-54

Brody, Jane E., Noise poses a growing threat, affecting hearing and behavior, 12-28

Brokaw, Leland D., Manpower, personnel, training research and development in the United States Air Force, 1946-1979, 11-154

Brooks, Jerry D., The hidden productivity improvement weapon for manufacturing management, 9-139

Brooks, William W., Who's using MBO in management? 4-131

Brotman, Herman, Chartbook on aging in America, 1-133

Brown, Charles, Managing transitions to uncertain future states, 10-18

Brown, J. Cudd, A position paper on consulting reconsidered as an instrument of the Federal government, 9-32; A position paper on position classification in the United States civil service, 9-137; A position paper on the human problems in the Federal bureaucracy, 9-130; A preliminary position paper on Federal personnel management reconsidered, 9-131; Toward a more positive effort to improve ethics and honesty in the United States government, 9-50

Brown, Dale, A job worth doing: one program that emphasizes advancement beyond sheltered work, 1-93

Brown, David S., Changing role of the manager, 8-86; The fifth freedom: freedom from supervision, 2-189

Brown, Donald R., Experiential approach to organization development, 4-145

Brown, Jane C., Quality of work life: another fad or real benefit? 9-193

Brown, Katrina M., Differential effects of supervisor verbal feedback and feedback plus approval on institutional staff performance, 2-147

Brown, Laverne K., Boss: it doesn't have to be a four letter word, 7-74; How to conduct a productive meeting, 6-87

Brown, Linda K., Woman manager in the United States, 6-60

Brown, Marsha D., Getting and keeping women in nontraditional careers, 3-221

Brown, Robert W., Executive stress and Federal supergrade executives; a comparative analysis of black and white executives, 8-64; Performance appraisal: a policy implementation analysis, 7-16

Brown, Steven H., Validity generalization and situational moderation in the life insurance industry, 2-194

Brown, William S., Merit pay in the university environment, 9-23

Brownell, Peter, Participative management, 12-109

Brownfeld, Allan C., EEOC bureaucrats foster a 'new racism' in U.S., 10-191

Bruce-Briggs, B., Dangerous folly called Theory Z, 6-127

Brumback, Gary B., From MBO to MBR, 10-75

Brunker, Gerald P., The potential for performance-based benefit plans, 10-35

Brun, Kim E., Management information systems and organizational behavior, 3-139

Brunsson, Nils, The irrationality of action and action rationality: decisions, ideologies and organizational actions, 8-138
Bryan, Leslie A., Jr., The Japanese and the American first-line supervisor, 3-138
Bryant, James A., Performance appraisal: here comes the judge, 4-151
Bryant, Kathryn A., An historical overview of the intergovernmental job information center in Detroit, 11-76
Bryant, Stephen, "Workers' brains as well as their bodies": quality circles in a Federal facility, 6-146
Bucalo, John P., Jr., Administering a salaried reduction-in-force ... effectively, 6-188
Buchanan, David A., Advanced technology and the quality of working life: the effects of word processing on video typists, 5-211
Buchanan, W. Wray, Are your management development programs working? 1-89
Buck, Lawrence S., Adverse impact: issues and implications, 3-205; Guide to the setting of appropriate cutting scores for written tests, 4-203
Buckenmyer, James A., Planning--I haven't got time! 10-78
Budd, Matthew, Reducing organizational stress, 5-37
Bujalski, Jack P., Making productivity fly at the Air Force, 5-152
Bullock, Donald H., Guiding job performance with job aids, 11-163
Buntz, C. Gregory, Problems and issues in human service productivity improvement, 5-159
Burack, Elmer H., Personnel management; a human resource system approach, 8-149
Burdetsky, Ben, Alternative work pattern applications, 2-87; We're in it together, 9-145
Bureau of National Affairs, Inc., Comparable worth issue, 1-17; Job absence and turnover control, 1-1; Labor relations in an economic recession: job losses and concession bargaining, 9-150; Labor relations in higher education, 1981, 5-102; Services for employees, 5-18
Burgess, Cynthia I., Just the beginning... personnel systems improvement in states and local government, 4-17
Burke, Ronald J., Impact of occupational demands on nonwork experiences, 4-69; Preferred organizational climates of Type A individuals, 9-190
Burrington, Debra D., Review of state government employment application forms for suspect inquiries, 5-5
Burroughs, Julio D., Pay secrecy and performance: the psychological research, 10-36
Burtless, Gary, "Double dipping": the combined effects of social security and civil service pensions on employee retirement, 11-136
Burton, Gene E., Group techniques for more effective decision-making, 3-97
Burton, J. T., Jr., Subjective factor in decision making, 8-178
Bushardt, Stephen C., Can money motivate? 3-150; Compensation and benefits: today's dilemma in motivation, 6-15; Picking the right person for your mentor, 9-71
Busman, Gloria, Decertification process: evidence from California, 8-106
Butler, David W., Forecasting the '80s and beyond--parts 1 and 2, 12-175
Butterfield, D. Anthony, A note on sex-role identity effects on managerial aspirations, 2-68
Butterfield, Keith, At the sharp end, 8-202
Buttimer, Kevin J., On the measurement of work and leisure ethics and resultant intercorrelations, 8-204
Byars, Lloyd L., Servant approach to leadership, 5-109
Byham, William C., Applying a systems approach to personnel activities. Part 1: integration of selection, appraisal, promotion, career planning and training subsystems into a total system, 2-155; Applying a systems approach to personnel activities. Part 2: developing job-related, legally defensible personnel subsystems for training, selection and appraisal, 3-169; Applying a systems approach to personnel activities. Part 3: development of content-valid personnel programs (activities), 9-132; How assessment centers are used to evaluate training's effectiveness, 4-3; Toward a content-valid personnel system, 7-180
Byrnes, Thomas A., Why an executive search fails, 1-85

C

Cabot, Lon, Professionalism pays off, 7-158
Caiden, Gerald E., Strategies for administrative reform, 10-23
Calabria, David C., CEOs and the paradox of power, 5-66
Caldwell, David F., Commitment and job tenure of new employees, 1-111; Responses to failure: the effects of choice and responsibility on impression management, 4-72; Task perceptions and job satisfaction: a question of causality, 7-123

Camden, Thomas M., Using outplacement as a career development tool, 2-2
Cameron, Kim, Perceptions of organizational effectiveness over organizational life cycles, 1-134; Relationship between faculty unionism and organizational effectiveness, 4-144
Cameron, Marsha, Pay decisions: testing for discrimination, 3-32
Camisa, Kenneth P., How alcoholism treatment pays for itself, 3-56
Campagna, Anthony F., Effects of flexitime on employee attendance and performance: a field experiment, 2-90
Campbell, Alan K., Civil service reform as a remedy for bureaucratic ills, 7-9; The institution and its problems, 10-24
Campbell, Donald J., Determinants of choice of goal difficulty level: a review of situational and personality influences, 8-126
Campion, James E., Employment interview: a summary and review of recent research, 8-101
Campion, Michael A., Control systems conceptualization of the goal-setting and changing process, 11-92
Canada, Public Service Commission, CAP: the making of an executive; Career Assignment Program 1983, 4-75; A guide to the Management Category, 2-14; Program of services to handicapped people, 6-91; Women in the Canadian pubic service 1980, 8-17
Caplan, James R., How to prepare and conduct job element examinations, 12-167
Caplan, Robert D., Organizational stress and individual strain, 8-47
Carakushansky, Sofia, The impact of Situational Leadership and classroom structure on learning effectiveness, 9-72
Cardy, Robert L., Cognitive complexity and appraisal effectiveness, 7-169
Carey, Max L., Three paths to the future: occupational projections, 1980-90, 4-111
Carlson, John G., Effect of gaming on attendance and attitude, 5-1
Carlyle, Jamie J., Cognitive complexity and appraisal effectiveness, 7-169
Carmichael, Ronald L., Supervisory management, 6-203
Carnall, C. A., Semi-autonomous work groups and the social structure of the organization, 10-89
Carnevale, Anthony, Human capital: the future for private training, 3-215
Carpenter, Roy E., Empirical investigation of municipal personnel practices in Mississippi, 8-150
Carroll, Archie B., Behavioral aspects of developing computer-based information systems, 5-31
Carron, Theodore J., A comparison of global judgment vs. task oriented approaches to job classification, 3-173
Carter, Jane O., Career development: a collaborative approach, 11-8
Carter, R. C., Task analysis and the ability requirements of tasks: collected papers, 9-166
Caruth, Don, Performance appraisals: much more than a once-a-year task, 11-106
Cascio, Wayne F., Applied psychology in personnel management, 12-118; Human resources management: an information systems approach, 5-143
Casey, M. Therese, Managing work group relationships, 2-81
Casey, Thomas F., One-to-one communication of employee benefits, 10-33
Casey, Timothy J., Health care cost containment, 7-114
Casner-Lotto, Jill, At Prudential: a ten year track record in new work schedules, 1-99; The Japanese steel industry's version of the quality circle, 2-164; "Starting over" in second careers, 11-96
Catalyst, Upward mobility, 6-67
Catherwood, Hugh R., The reorganization of personnel management in the city of San Antonio, 9-136
Cauble, George H., Alternative to a reduction in force, 5-167; Alternatives to a reduction in force, 7-199
Cawsey, Thomas F., Human needs and job satisfaction, 11-73
Cecchi, L. F., Improvements in productivity through human resource development, 6-170
Cederblom, Douglas, Performance appraisal interview: a review, implications, and suggestions, 6-152
Center for Women Policy Studies, Harassment and discrimination of women in employment, 6-42
Ceriello, Vincent R., The human resources management system: part 1, 12-123
Cetron, Marvin, Careers with a future: where the jobs will be in the 1990s, 7-159; Encounters with the future; a forecast of life into the 21st century, 10-128
Chacko, Thomas I., Examination of the affective consequences of assigned and self-set goals, 11-74; Women and equal employment opportunity: some unintended effects, 4-61

Chadwick, William A., Just the beginning... personnel systems improvement in states and local government, 4-17
Chadwin, Mark L., Evaluating an organization's disciplinary system, 2-30
Chamber of Commerce of the United States, Case for freezing Federal pay and pensions, 10-37; Employee benefits historical data 1951-1979, 5-19; Employee benefits 1980, 3-21
Chamot, Dennis, Cooperation or conflict; European experiences with technological change at the workplace, 11-79
Chan, Kelvin, The gentle art of saying no, 2-190
Chautadisai, Roongrojn, Visual fatigue and cathode ray tube display terminals, 1-48
Chao, Georgia T., Validity and fairness of some alternative employee selection procedures, 5-7
Chasnoff, Robert , Counseling the marginal performer, 7-48
Chelius, James R., The influece of workers' compensation on safety incentives, 3-68
Chen, Moon S., Jr., Establishing priorities in the wellness program, 8-42
Chen, Yung-Ping, Growth of fringe benefits: implications for social security, 1-18
Cheney, Paul H., Organizational characteristics and information systems, 4-106
Cherrington, David J., Climate of honesty in retail stores, 1-42
Cherrington, J. Owen, Climate of honesty in retail stores, 1-42
Chiara, Lynne A., Overview: multinational perspective, 10-133
Child, John, Maintenance of occupational control: the case of professions, 8-129
Chmura, Claudette D., Training of trainers, 4-217
Choate, Pat, Work force of the future, 12-84
Chonko, Lawrence B., Relationship of span of control to sales representatives' experienced role conflict and role ambiguity, 7-209
Christenberry, Deirdre, Working in hot environments, 8-43
Christensen, Donna R., Ways of winning motivational support for management education programs, 8-89
Christensen, Sandra, Improving youth employment prospects, 5-219
Christenson, Christina, Supervising, 9-162
Chung, Kae H., Can we adopt the Japanese methods of human resource management? 9-193
Churchill, John R., Implementing pay-for-performance: initial experiences, 10-25
Chusmir, Leonard H., Job commitment and organizational woman, 11-169
Clark, Blake S., Are disabled trainees handicapped by our designs? 8-90
Clark, Cynthia L., How to prepare and conduct job element examinations, 12-167
Clark, John, Employee deviance: a response to the perceived quality of the work experience, 4-42; Theft by employees in work organizations, 2-33
Clark, Robert L., Reversing the trend toward early retirement, 2-182
Clarke, Richard M., Middle management today: who's calling the shots? 8-65
Clausen, Jan M., Implications of the Civil Service Reform Act of 1978 on performance evaluation in Navy field level activity comptroller departments, 10-141
Clemens, Rosemary A., Selected bibliography of interorganizational relations in the public sector: 1960-1980, 5-174
Clement, Ronald W., Evaluating management training: a contingency approach, 10-203; Evaluating the effectiveness of management training, 6-80; Testing the hierarchy theory of training evaluation: an expanded role for trainee reactions, 9-181
Clerc, J. M., Training as an instrument of a strategy for the improvement of working conditions and environment, 12-176
Cleveland, Harlan, The character of the institution, 10-24
Clewis, John E., People management in the 80's, 6-158
Cline, Harold M., New measurement of on-the-job training, 4-206
Close, Jay G., Executive development: factors and changes, 5-58
Clynch, Edward J., Blue collar women? Yes! 3-222; Sex in the shipyards: an assessment of affirmative action policy, 6-55
Coaldrake, Peter, Civil service reform in the USA: promise versus reality, 11-12
Cockrum, Robert B., Has the time come for employee cafeteria plans? 10-30
Cohen, Allan R., Crisis management: how to turn disasters into advantages, 10-79
Cohen, Barbara G., Evaluation of work station design factors in VDT operations, 1-48
Cohen, Jonathan, Training and education in group relations, 1-92
Cohen, Stanley L., Quality circles: practical considerations for public managers, 10-134
Cohen, William S., Reforming the special prosecutor process, 5-52

Colby, Peter W., Individual motivation and institutional changes under the Senior Executive Service, 7-16
Cole, Elliot, Scientific and technical information in public management, 4-60
Cole, Edna, J., Turning down a suggestion without turning off the suggester, 10-101
Cole, Graham, Employee attitude surveys--a new role for trainers? 4-5
Cole, John D., Real strategy for improvement, 6-128
Cole-Adams, Peter, The image of the public administrator: the perspective of the press, 4-54
Coles, Enid, Maintaining new procedures using feedback to staff, a hierarchical reporting system, and a multidisciplinary management group, 8-135
College Placement Council, CPC salary survey; a study of 1981-82 beginning offers, 7-18
Collings, Gilbeart H., Jr., Managing the health of the employee, 3-57
Collins, Robert L., Role of performance antecedents and consequences in work motivation, 7-156
Colwill, Nina, Discrimination: why does it work? 12-186
Comarow, Murray, The war on civil servants, 3-15
Commission on Evaluation of Professional Standards, The new model rules of professional conduct: a report to the Bar, 10-66
Committee for Economic Development, Reforming retirement policies, 3-191
Conen, Loretta K., Expectancy theory applied to the process of professional obsolescence, 5-165
Conference Board, Inc., Profile of employee benefits, 6-16
Congressional Quarterly, Inc., Work life in the 1980s, 1-202
Connecticut Public Expenditure Council, Inc., Compensation of municipal officials in Connecticut, 1980-81, 1-20; Full-time fire personnel in Connecticut; salaries, hours, vacations, pensions and other benefits, 1980-81, 1-21
Connolly, John F., Merit pay: theory, problems and opinions, 5-20
Connor, Daryl R., Building commitment to organizational change, 9-10
Conrad, Voris R., Hiring your first handicapped person, 1-94
Contino, Ronald, Theory Z turnaround of a public agency, 4-13
Cook, Barbara, A part-timer's guide to Federal part-time employment, 2-88
Cook, Daniel D., Detroit's gamble on blue-collar managers, 6-223
Cook, Mary F., How's your organizational I.Q.? 8-179
Cooke, Peter, Subjectivity and bias in job evaluations, 2-102
Cooper, Cary L., After forty; the time for achievement, 11-94; High cost of stress on women managers, 7-91; Stress in the police service, 3-58
Cooper, Joseph, House at work, 5-144
Cooper, Michael R., Warning: traditional employee attitude surveys don't work, 10-5
Cordova, E., Workers' participation in decisions within enterprises, 6-147
Cornelius, Edwin T., III, A comparison of global judgment vs. task oriented approaches to job classification, 3-173; A comparison of holistic and decomposed judgment strategies in a performance rating simulation, 3-166
Cornfield, Daniel B., Seniority, human capital, and layoffs, 12-142
Corts, Daniel B., Development of a procedure for examining trades and labor applicants for promotion to first-line supervisor, 3-209; A manual for evaluating applicants for promotion to Federal trades and labor first-line supervisory positions, 10-196
Corwen, Leonard, Your job -- where to find it, how to get it, 10-111
Cosgrove, Don J., There is no motivational magic, 10-14
Cotgrove, Stephen, Social values and the choice of careers in industry, 8-130
Cotter, Kay L., Integrative model for human resource planning and strategic planning, 6-226
Cottledge, Karen, Combatting sexual harassment: the Michigan experience, 10-54
Cottrill, Richard, Development of appraisal system for university staff jobs, 9-127
Coulson, Robert, The way it is--rules of the game--how to fire, 6-193
Cousins, Phil, Closing the gap between technology and the people who use it, 2-202
Covington, Alice L., Changes needed in the Federal employment discrimination law, 10-34
Cowan, William M., Aging work force, 4-142
Cowie, H. Rosalind, Training at GAO: a systematic approach, 1-198
Cox, Martha G., Quality of work life: another fad or real benefit? 9-193
Craighead, George P., Alike but different: U.S. and European executives, 7-76
Crane, Donald P., Public manager's guide, 6-78
Crane, Peter, Visual fatigue and occupational stress in VDT operators, 1-48

Crawford, Fred, Making productivity fly at the Air Force, 5-152
Crawford, Ronald L., Consequences of extended work hours: a comparison of moonlighters, overtimers, and modal employees, 2-89
Crespin, Patricia L., Equal employment opportunity program in stress, 12-34
Creth, Sheila, Personnel administration in libraries, 8-155
Crino, Michael, Are employment agencies jeopardizing your selection process? 1-6; Comment on the dimensionality and reliability of the Women as Managers Scale (WAMS), 2-54
Crites, John O., Testing for career adjustment and development, 9-4
Crittenden, William F., Evaluating corporate sales training programs, 12-185
Crosby, Philip B., Quality is free; the art of making quality certain, 5-111
Crowder, Robert H., Jr., The four-day, ten-hour workweek, 3-101
Crump, Bill, Self-examination for training developers, 8-198
Cucchiaro, Stephen J., Productivity measurement and the bottom line, 5-163
Cumming, Charles M., Executive pay and its new wrinkles, 1-76
Cummings, L. L., Research in organizational behavior, 7-210; 10-131
Cummins, Marvin, Reorganizations and reforms: promises, promises, 7-16
Cunningham, J. Barton, Compressed shift schedules: altering the relationship between work and non-work, 11-69
Cunningham, Robert M., Jr., The trouble with nurses--they're human, 2-86; Wellness at work; not just a passing fancy, 7-56; Wellness at work; a report on health and fitness programs for employees of business and industry, 10-57
Curia, Patt, Pay equity and the San Jose strike, 1-22
Curtin, Bernadette M., Federal employment process, 12-83
Cushing, Bryant, Finding a manager who fits in, 9-69
Cushing, Carole, Finding a manager who fits in, 9-69
Czaja, S. J., Aging and pretraining in industrial inspection, 1-48; Training programs for inspection, 1-48
Czarnecki, Gerald W., Case for internal consulting, 1-37
Czujko, Roman, Society membership 1980 profile, 1-186

D

Dailey, John J., Jr., Primer on quality circles, 8-141
Dainoff, Marvin J., Visual fatigue and occupational stress in VDT operators, 1-48
Dalton, Dan R., Antecedents of grievance filing behavior, 4-78; Applied readings in personnel and human resource management, 5-142; Functional turnover: an empirical assessment, 2-117; Turnover: a lucrative hard dollar phenomenon, 6-119; Turnover benefits: the other side of the "costs" coin, 12-92
Daniel, Ann, Public perception of the public administrator, 4-54
Daniels, Mark R., Public administration extension activities by American colleges and universities, 4-177
Daniels, William R., How to make and evaluate video models, 2-198
Dansereau, Fred, Jr., Female vs. male absence rates, 8-2; On the use of shift as an independent variable in absenteeism research, 11-1
Danzig, Selig M., How to bridge the technology gap in manpower planning, 5-187
Daoust, George, A-76: back to basics, 12-138
Darby, Rose, QWL training sessions keep Allied's employees at work, 8-142
Darcy, Robert E., Public administration extension activities by American colleges and universities, 4-177
Das, Hari, Relevance of current organization development values and assumptions to scarcity situations, 4-14
Daub, Peter M., Title VII and Congressional employees: the "chilling effect" and the speech or debate clause, 2-45
David, Harry, Don't make applicants feel like supplicants, 2-59; To be or not to be a reference, 5-6
Davidson, Jeff, Beware of the employee-turned-institution, 5-153; Coping with the employee turned institution, 11-146; Informing your employees of company objectives, 2-121; Managing cycles of productivity, 7-182
Davidson, M. J., High cost of stress on women managers, 7-91; Stress in the police service, 3-58

Davidson, Wilma, 11 myths about writing, 6-207
Davies, Ivor K., Instructional technique, 4-223
Davis, George, The black gamesman, 9-55
Davis, Gregory A., Evaluation of a new method for assessing change to planned job redesign as applied to Hackman and Oldham's job characteristic model, 3-116
Davis, King E., Status of black leadership: implications for black followers in the 1980s, 11-85
Davis, Tim R., An idiographic approach to organizational behavior research: the use of single case experimental designs and direct measures, 10-98
Deadrick, Diana, The nominal group technique: applications for training needs assessment, 9-180
Dean, Alan L., Career administrators: what is their policy role (if any)? Who respects them (if anyone)? 6-182
Debats, Karen E., Continuing personnel challenge; roundtable report, 7-174; Management succession, 10-81
Debnath, Sukumar G., Picking the right person for your mentor, 9-71
Debons, Anthony, Information professional; survey of an emerging field, 5-123; Manpower requirements for scientific and technical communication: an occupational survey of information professionals, 1-131
Decker, Phillip J., Enhancement of behavior modeling training of supervisory skills by the inclusion of retention processes, 8-180; What behavior modeling training is all about and how it works, 9-183
Deely, John, Interviewing the disabled job applicant, 4-83
DeGooyer, Janice, Women, work and age discrimination, 7-161
De Greene, Kenyon B., The adaptive organization: anticipation and management of crisis, 9-122
Deitsch, Clarence R., COLA clause: an employer bargaining weapon? 4-114
Delafons, John, Working in Whitehall: changes in public administration 1952-1982, 12-8
Delamontagne, Robert P., Games that simulate: a fun way to serious learning? 4-225
Delaney, William A., 30 most common problems in management and how to solve them, 8-121
DeLoach, Jay A., Equal employment opportunity: are you overlooking the application form? 10-10
DeLong, Thomas J., Reexamining the career anchor model, 8-5
DelQuadro, David, Cost of potential layoffs under the administration's Federal employment reduction program, 4-185
De Meuse, Kenneth P., Application of team building, 5-202
Deming, Basil S., Practical strategies for evaluating training, 10-203
Deming, W. Edwards, Improvement of quality and productivity through action by management, 5-154
DeMott, John S., Help wanted: engineers, 6-201
Denhardt, Robert B., Toward a critical theory of public organization, 2-176
Denkowski, George C., Client-counselor confidentiality: an update of rationale, legal status, and implications, 3-42
Denkowski, Kathryn M., Client-counselor confidentiality: an update of rationale, legal status, and implications, 3-42
Denman, Thomas R., Why Goodyear makes performance the key to technical training, 4-224
Denson, Roland W., Team training: literature review and annotated bibliography, 5-200
Dentzer, Susan, You can't fire me, I'll sue, 8-170
Desai, Uday, Local government innovative training tool directory, 7-215
DeSanctis, Gerry L., A comment on the dimensionality and reliability of the Women as Managers Scale (WAMS), 2-54
Dessler, Gary S., Personnel management: modern concepts & techniques, 7-175
Deszca, Eugene, Preferred organizational climate of Type A individuals, 9-190
Deutsch, Shea & Evans, Inc., DS&E recruitment manual, 7-6
Devanna, Mary A., Strategic human resource management, 6-163; Strategic planning and human resource management, 10-148 Wage differences between male and female MBAs, 7-22
Devine, Donald J., Career administrators: what is their policy role (if any)? Who respects them (if anyone)? 6-182; Government management finally being brought to heel, 7-12; It's nothing to fret about, 4-182; There is no 'war on civil servants,' 3-15
Devine, Thomas, Suits against officials should not be blocked, 3-10
DeVries, David L., Performance appraisal on the line, 1-143
Dewar, Donald L., Quality circles: answers to 100 frequently asked questions, 11-123

Diamond, Esther E., Item bias issues: background, problems, and where we are today, 3-206

Diamond, Susan Z., Preparing administrative manuals, 2-122

Dickens, Floyd, Jr., Black manager: making it in the corporate world, 6-61; Styles of black management, 3-80

Dickens, Jacqueline B., Black manager: making it in the corporate world, 6-61; Styles of black management, 3-80

Dickey, John D., Training with a focus on the individual, 9-174

Dickson, Gary W., Organizational characteristics and information systems, 4-106

Dickson, John W., Top managers' beliefs and rationales for participation, 6-70

DiGaetani, John L., Sperry Corporation and listening, 5-112

Di Georgio, Richard M., Training needs of people new to training, 9-175

Diggs, J. Frank, Job sharing: for many, a perfect answer, 9-81

Dillon, J. T., Problem finding and solving, 11-30

Dillon, Linda S., A framegame approach to problem-solving, 9-79

Dillon, Ray, Servant approach to leadership, 5-109

Dilts, David A., COLA clause: an employer bargaining weapon? 4-114

Dimino, Stephen A., Management of systems analysts, 5-33; Problem analyst, 7-52;

Dinerman, Robert L., There is no motivational magic, 10-14

Dingwall, R., SKI—management self-development, 4-62

Dinnecenzo, Debra A., Why Dayton Power trained its managers 'before the beginning,' 10-84

DiNuzzo, Theresa M., Promoting the personal growth and vocational maturity of the re-entry woman: a group approach, 1-40

Dipboye, Robert L., Self-fulfilling prophecies in the selection-recruitment interview, 11-71

Dixon, Andrew L., The long goodbye, 3-188

Dixon, Nancy, Incorporating learning style into training design, 8-188

Dixon, Roy W., Using 'utilization' to measure training results, 4-221

Dobel, J. Patrick, Doing good by staying in? 9-51

Dobyns, Lloyd, The decline of American productivity: if Japan can, why can't we? 10-159

Doctors, Samuel I., Educating the innovative public manager, 2-77

Dodosh, Mark N., Companies increasingly ask labor to give back past contract gains, 1-115

Doherty, Jonathan L., Women at work; 153 photographs by Lewis W. Hine, 4-230

Doktor, Robert, Cognitive approach to culturally appropriate HRD programs, 11-159

Dolecheck, Carolyn, Secretaries of the '80s - more valuable than ever, 3-155

Dolecheck, Maynard, Secretaries of the '80s - more valuable than ever, 3-155

Doll, William, Fast tracts to success for women in personnel, 8-66

Donnelly, Robert M., How to manage the MBA, 9-22; Value of an MBA, 3-19

Dorfman, Peter W., Subsitutes for leadership: test of a construct, 2-107

Dorken, Herbert, Licensed psychologists on the increase, 1974-1979, 2-174

Dornberg, John, West Germany: end of 'the miracle,' 7-147

Dossett, Dennis L., Goal setting and performance evaluation: an attributional analysis, 2-148

Dotlich, David L., International and intracultural management development, 11-159

Doudna, Donald, Effects of attendance-contingent feedback and praise on attendance and work efficiency, 8-3

Douglass, Donna, Successful time habits, 9-110

Douglass, Merrill, Successful time habits, 9-110

Downs, Cal W., Decision-making in the selection interview, 7-120

Drake, R. T., The better they are informed, the better they perform, 4-212

Drazen, Myron, Worksite-based behavioral treatment of mild hypertension, 8-44

Dreher, George F., Constructs and assessment center dimensions: some troubling empirical findings, 10-4; Impact of extra-work variables on behavior in work environments, 6-99; Role of performance in the turnover process, 4-123; Some misconceptions about content-oriented validation, 1-3; Some problems with applying content validity evidence to assessment center procedures, 1-3

Dreilinger, Craig, Beyond the myth of leadership-style training—planned organizational change, 11-61; Promise of leadership-stype training: an outdated myth? 10-85

Dresang, Dennis, Diffusion of civil service reform: state and Federal government, 7-16

Drexler, John A., Jr., Training/job fit and worker satisfaction, 1-108

Dreyfack, Madeleine, Sexual harassment: can you afford not to clamp down? 5-34

Drory, Amos, Individual differences in boredom proneness and task effectiveness at work, 5-213
Drucker, Peter F., Changing world of the executive, 8-58; The shape of industry to come, 2-60
Drury, C. G., Aging and pretraining in industrial inspection, 1-48; Training programs for inspection, 1-48
Dubin, Robert, Management: meanings, methods, and moxie, 10-98
DuBrin, Andrew J., Human relations; a job oriented approach, 3-106; Personnel and human resource management, 6-159
Duda, Frederick, Personnel administration in libraries, 8-155
Duel, Henry, Financial management to improve productivity, 3-176
Duff, Andrew, Social values and the choice of careers in industry, 8-130
Duffy, D. Jan, Privacy vs. disclosure: balancing employee and employer rights, 6-164
Dulek, Ronald, What rejection letters say about your company, 11-18
Dulewicz, Victor, Relationship between previous experience, intelligence and background characteristics of participants and their performance in an assessment centre, 11-4
Dunbar, Roger L., Crossing mother: ideological constraints on organizational improvements, 8-138
Duncan, Phillip K., Effects of attendance-contingent feedback and praise on attendance and work efficiency, 8-3
Duncan, W. Jack, Organizational behavior, 7-107
Dunham, Randall B., Designing and evaluating employee benefit systems, 2-20; 6-17; Job context satisfaction and job design: a conceptual perspective, 10-108; Self-report measures of job characteristics and affective responses: an examination of discrimant validity, 2-105
Dunn, Brian D., Skills inventory: a second generation, 12-124
Dunn, Jeffrey D., Reappraising social security, 11-137
Durant, Peter M., For patronage and payoffs, 9-14; United States civil service; reflections on its centennial, 8-11
Dutton, John M., Crossing mother: ideological constraints on organizational improvements, 8-138
Dutton, William H., Management of information systems, 1-41
Dvorak, Donald F., Executive search, 5-65
Dwortzan, Bernard, ABCs of incentive programs, 7-112
Dwyer, Gilbert E., Which candidates are most likely to succeed in overseas assignments? 8-67
Dymmel, Michael D., Cooperation or conflict: European experiences with technological change at the workplace, 11-79

E

Earl, Michael J., Developing managerial information systems, 10-122
Eastman, Janet, How you can beat job burnout, 1-49
Eccles, James R., Hatch Act and the American bureaucracy, 6-167
Eckles, Robert W., Supervisory management, 6-203
Eden, Colin, Adding reality to role play, 4-76
Eden, Dov, Pygmalion goes to boot camp: expectancy, leadership, and trainee performance, 7-153
Edwards, Mark R., Experiential learning can improve the performance appraisal process, 10-142; Permanent disability: what does it cost? 5-178; Stress: causes, consequences, and coping strategies, 10-60
Einstein, Walter O., Impact of personal influence, self-esteem and locus of control on satisfaction with performance appraisal systems, 5-136
Eisert, Martin P., Getting commitment by soliciting employee ideas, 12-73
Eisinger, Peter K., Black employment in municipal jobs: the impact of black political power, 8-124
Elbing, Alvar O., Predictions for personnel and industrial relations in 1985, 7-176
Eldridge, John R., New dimensions in distant learning, 11-159
Eldridge, Marie D., Preparing statisticians for careers in the Federal government, 6-176
Ellenberger, James N., Japanese management: myth or magic, 8-122
Ellig, Bruce R., Executive compensation--a total pay perspective, 1-77; Sales compensation: a systematic approach, 3-23
Elliott, A. G., Sex and decision making in the selection interview: a real-life study, 2-95
Elliott, Robert H., Personnel system improvement in Alabama: a court-approved system of testing, 1-196

Ellis, Susanne D., Graduate student survey, 11-143; Survey of physics and astronomy bachelor's degree recipients, 1980-81, 6-200
Ellithorpe, Harold, Now China's Deng is taking on the mandarins, 3-16
Employee Benefit Research Institute, Retirement income and the economy, 5-179
Encel, Sol, Public perception of the public administrator, 4-54
Endicott, Frank S., Endicott report; trends in the employment of college and university graduates in business and industry, 1981, 7-19; Endicott report; trends in the employment of college and university graduates in business and industry, 1982, 8-18
Engineering Accreditation Commission, Accredited programs leading to degrees in engineering by institution, 1-183
Engineering Manpower Commission, The demand for engineers, 11-144; Technicians' and technologists' paychecks, 9-160
England, Paula, The failure of human capital theory to explain occupational sex segregation, 10-206
English, Jon, Managing the unpredictable... a rational plan for coping with change, 4-15
Englund, Shirley, Job market for secretaries, 4-137
Enis, Ben J., Advertising and publicity programs in the executive branch of the national government, 4-181
Epstein, Noel, Work force of the futute, 12-84
Epstein, Paul D., Value of measuring and improving performance, 12-128
Erlenborn, John N., New beginning on the horizon for pensions, 8-171
Estler, Suzanne E., Evolving jobs as a form of career mobility: some policy implications, 3-149
Ettelstein, Morton S., Workforce planning methodology for support of a high technology facility modernization program, 10-217
Ettkin, Lawrence P., Long-term forecasting of employee benefits, 1-23
Ettlie, John E., Innovative attitudes, values, and intentions in organizations, 8-8
Eure, Jack D., Be a better telephone reference, 10-6
Evans, Donald J., Conflict of interest and the corporate client rules are fair, 10-65
Evans, G. Edward, Another look at performance appraisal in libraries, 12-112
Evans, Richard, Ranking occupations as risky income prospects, 3-24
Evered, James F., Shirt-sleeves management, 4-198
Everett, James E., Mutual perception of managerial performance and style in multinational subsidiaries, 2-71; Some evidence for an international managerial culture, 8-59
Ewing, John, Speedy-pd--improving classification, 2-160
Ezell, Hazel F., Women entering management: differences in perceptions of factors influencing integration, 9-56

F

Fagin, Ralph B., Confronting poor performers, 5-193
Fair, Ernest W., How to gain and hold your staff respect, 1-191
Fairbank, John H., Performance feedback in organizational behavior management: a review, 2-152
Faley, Robert H., Sexual harassment: critical review of legal cases with general principles and preventive measures, 11-37
Falk, Allen, American looks at German labor relations, 4-115
Fallows, James, Entitlements, 12-147
Fannin, William R., Dual career couple: a challenge to personnel in the eighties, 7-181
Fant, Ora D., Racial diversity in organizations and its implications for management, 12-36
Farber, David J., The office of the future; communication and computers, 2-31
Farber, Leslie R., Giving employees in crisis what they need, 3-59
Farr, James L., Bottom line in performance evaluation, 10-144; Utility concepts in performance measurement, 8-147
Farrant, Don, Measuring the vibrations, 10-93
Farrell, Dan, Patterns of political behavior in organizations, 10-94
Farrell, John M., Constructive discharge--when quitting means getting fired, 3-187
Fasman, Zachary D., Legal considerations in work-force redesign, 7-136; Legal obstacles to alternative work-force designs, 12-110
Faver, Catherine A., Achievement orientation, attainment values, and women's employment, 4-229
Fay, Charles H., Effects of training and rating scales on rating errors, 5-137

Feaver, Douglas B., Playing the numbers on Federal employees, 1-154; Putting the government out of a business, 8-33

Federal Government Service Task Force, Impact of 1981 RIFS on minorities & women and updated RIF projections for FY82, 2-180; Report on reduction-in-force plans: "separations may be the tip of the iceberg," 12-143; Summary of task force RIF survey, 12-144

Federal Reserve Bank of Boston, The decline in productivity growth, 1-157

Federico, Pat-Anthony, Management information systems and organizational behavior, 3-139

Fedor, Donald B., Myth making: qualitative step in OD interventions, 6-7

Fee, Francis X., Career development: a collaborative approach, 11-8

Feeney, Edward J., Developing the high performance edge, 2-149

Feild, Hubert S., Accuracy of interviewers' perceptions of the importance of intrinsic and extrinsic job characteristics to male and female applicants, 4-102; Relationship of performance appraisal system characteristics to verdicts in selected employment discrimination cases, 7-170; Will your performance appraisal system hold up in court? 4-152

Feldbaum, Eleanor G., Department of Defense overtime and sick leave analysis, 12-96

Feldman, Daniel C., Multivariate analysis of the determinants of job turnover, 7-142

Feldman, Michael, Eight steps to clarify a training philosophy for you and your department, 10-198; Planning for indirect training style, 11-164

Feldman, Roger, Union impact on hospital wages and fringe benefits, 3-25

Feldstein, Hydee R., Sex-based wage discrimination claims after County of Washington v. Gunther, 4-24

Feldt, James A., Attrition versus layoffs: how to estimate the costs of holding employees on payroll when savings are needed, 8-169

Fells, Cheryl D., Clearing the way for an open window period program, 12-150

Felton, Barbara, Model for systematic selection interviewing, 4-101

Fenn, Margaret, In the spotlight; women executives in a changing environment, 7-70

Feren, Dena B., Union perspectives on the Civil Service Reform Act of 1978, 8-108

Ferentino, Joseph M., How to administer the grievance procedure, 7-98

Ferger, Rainer, Observation of interaction processes in practical training, 2-206

Fernandez, John P., Racism and sexism in corporate life, 5-59

Ferraiolo, Robin A., Fifth annual Hay report on executive compensation, 3-85

Ferratt, Thomas W., Self-report measures of job characteristics and affective responses: an examination of discriminant validity, 2-105

Ferris, Gerald R., Leadership, job perceptions, and influence: a conceptual integration, 2-119

Fiedler, Fred E., Why your boss makes you feel stupid, 2-38

Field, Anne, Harassment on campus: sex in a tenured position? 3-50

Field, R. H., Climate: a reconceptualization and proposed model, 6-142; Test of the Vroom-Yetton normative model of leadership, 12-94

Fielden, John S., What rejection letters say about your company, 11-18

Fielding, Jonathan E., Effectiveness of employee health improvement programs, 12-29

Files, Laurel A., The human services management task: a time allocation study, 2-61

Fineman, Stephen, Adding reality to role play, 4-76

Finkle, Arthur L., Senior executive service, 1-62

Finnegan, Mary C., Work attitudes in windowed vs. windowless environments, 2-106

Fiorito, Jack, The rationale for human resource planning, 10-216

Firestone, R. Darlene, Relocating women managers: can your company meet their needs? 3-186

Firm, C. Connie, How to be an assistant-to, 2-132

Fischer, Russell G., Pay equity and the San Jose strike, 1-22

Fisher, Cynthia D., Effects of temperature, clothing, and task complexity on task performance and satisfaction, 4-237; Moderating effect of situational control of performance variance on the relationship between individual differences and performance, 11-151; Other face of performance appraisal, 10-143

Fisher, Roger, Getting to yes: negotiating agreement without giving in, 4-96

Fisk, Donald, Issues in contracting for public services from the private sector, 7-193

Flaherty, Sandra L., Benefits communications in the wake of the Economic Recovery Tax Act, 3-192

Flanagan, Patrick, How to test and hire WP/IS personnel, 7-160

Flanagan, Samuel, Rescuing Riffs: an overview of the Merit Systems Protection Board, 9-15
Flanders, Loretta, Developing future executives: an assessment of Federal efforts in an era of reform, 7-16
Fleishman, Edwin A., Human performance and productivity: human capability assessment, 12-129; Human performance and productivity: information processing and decision making, 12-130; Human performance and productivity: stress and performance effectiveness, 12-131
Fleishman, Joel L., Public duties: the moral obligations of government officials, 3-75
Fletcher, Jerry L., High performance patterns: improving employee effectiveness, 9-140
Florkowski, Gary, Wage incentive plans and the Fair Labor Standards Act, 6-27
Florman, Samuel C., Where are the women engineers? 6-202
Foegen, J. H., Creative flowering of employee benefits, 7-23
Foltz, Kim, You can't fire me, I'll sue, 8-170
Fombrun, Charles J., Strategic human resource management, 6-163
Fonvielle, William H., Making employee surveys work for *your* organization, 5-3
Forbes, Frank H., Miami experience: a critique and analysis of the Active Position Salary Calculation System, 5-23
Ford, John E., Simple punishment procedure for controlling employee absenteeism, 8-1
Forgionne, Guisseppi A., Differences in job motivation and satisfaction among female and male managers, 5-87
Forman, Bernard I., Gradual retirement vs. abrupt termination, 2-135
Formisano, Roger A., Designing and evaluating employee benefit systems, 2-20; 6-17
Forney, Deanna S., Burnout among career development professionals, 4-45
Foulkes, Fred K., Human resources management, 11-112
Fowler, Aubrey R., Compensation and benefits: today's dilemma in motivation, 6-15
Fox, Louis J., The reorganization of personnel management in the city of San Antonio, 9-136
Fox, Stephen, Organizing projects, 6-204
Frank, Fredric D., The validity of the assessment center approach and related issues, 9-2
Frank, Michael S., Philadelphia experience: a critique and analysis of the applicability of the Comprehensive Occupational Data Analysis Programs (CODAP) for civilian personnel management, 5-149; Position classification: a state-of-the-art review and analysis, 11-118
Franke, Arnold G., The role of personnel in improving productivity, 9-141
Franklin, Grace A., Bureaucracy and policy implementation, 8-165
Franklin, William H., Jr., Six critical issues for the eighties, 3-92
Frantzreb, Richard B., Case studies in human resource planning: an annotated bibliography, 7-229; Costs of turnover, 5-108
Fraser, Bruce, Sexual harassment in the workplace, 2-34
Freda, Jon S., Investigation of the adoption process in training technology transfer, 7-214
Frederickson, H. George, New public administration, 3-183
Fredian, Alan J., Performance appraisal: the system is not the solution, 1-142
Freedman, Audrey, Last rites for pattern bargaining, 5-104
Freedman, Sara M., Compensation program: balancing organizational and employee needs, 6-20
French, John R., Jr., Organizational stress and individual strain, 8-47
French, Julia R., Education and training for middle-aged and older workers: policy issues and options, 3-157
French, Wendell L., Personnel management process; human resources administration and development, 8-68; Predictions for personnel and industrial relations in 1985, 7-176
Frese, Michael, Occupational socialization and psychological development: an underemphasized research perspective in industrial psychology, 11-65
Fretz, Bruce R., Vocational behavior and career development, 1981, 11-175
Friedlander, Frank, Action-research program for increasing employee involvement in problem solving, 11-104
Friedman, Barry A., Employee assessment methods assessed, 2-3
Friedman, Dana E., New management initiatives for working parents: reports from an April 1981 conference, 9-186
Friedman, David, Adaptive testing without a computer; final report, 2-195
Friedman, Meyer, On Type A behavior, 6-48

Friedman, Nathalie, Rearranged work schedules in the private sector; bibliographic and case study analysis, 3-100; Effect of technology on alienation from work, 4-107

Friedman, Selma, Administrative salaries continue to climb, 1-78

Friend, Kenneth E., Stress and performance: effects of subjective work load and time urgency, 11-124

Friend, William, Unblock the roadblock to innovation, 8-36

Friss, Lois, Equal pay for comparable worth: stimulus for future civil service reform, 10-25

Frith, Stan W., Expatriate dilemma; how to relocate and compensate U.S. employees assigned overseas, 12-106

Fritz, Dan, The growing challenges of providing pensions to state and local civil servants in an aging society, 3-193

Fuchs, Anke, Reform of social security coverage for women and survivors in the Federal Republic of Germany, 12-148

Fulcher, Robert, Employment of APA members, 2-174; Preliminary results of the 1979 Doctorate Employment Survey, 5-166

Fulk, Janet, Dimensionality of leader-subordinate interactions, 11-84; Maintenance of occupational control: the case of professions, 8-129

Fulmer, William E., Last rites for pattern bargaining, 5-104

Furtado, Debra, Executive management reform -- the case of California, 9-70

Fusselman, Kay, Job market for secretaries, 4-137

G

Gable, Myron, A comparison of retail personnel practices applied to full-time and part-time nonexempt employees, 3-102

Gaertner, Gregory H., Organizational assessments of the effects of civil service reform; second year report for fiscal year 1981, 10-27; Report on the organizational assessments of the effects of civil service reform through November 15, 1980, 2-13

Gaertner, Karen N., Organizational assessments of the effects of civil service reform; second year report for fiscal year 1981, 10-27; Report on the organizational assessments of the effects of civil service reform through November 15, 1980, 2-13

Galbraith, Jay R., Designing the innovating organization, 5-131

Galloway, Devah R., Management and supervisory training: a review and annotated bibliography, 2-79

Ganster, Daniel C., Managing organizational stress, 11-30

Garbin, Albeno P., Job selection process, 1-117

Garcia, Magda, Do behavioral observation scales measure observation? 12-114

Gardner, Judith B., In a recession, even executives take lumps, 4-68

Gardner, William L., Learned helplessness: an alternative explanation for performance deficits, 6-137

Garland, Howard, Goal levels and task performance, 7-183

Garner, Pauline A., Assertiveness not agression; a management skill for the 80's, 6-208

Garner, Wendell R., Ability testing: uses, consequences, and controversies, 3-208

Garretson, Pamela, The exit interview: effective tool or meaningless gesture? 10-104

Garrett, John, Managing the civil service, 6-12

Garrett, Robert F., Reducing the adversary relationship, 3-124

Gatewood, Wallace, Pregnancy disability amendment, 3-34; 9-188

Gati, Itamar, Congruence and consistency derived from the circular and the hierarchical models as predictors of occupational choice satisfaction, 7-124

Gaudin, Carol A., Blue collar women? Yes! 3-222; Sex in the shipyards: an assessment of affirmative action policy, 6-55

Gaul, Annette, Burnout, 11-40; Some practical pointers on motivation, 1-125; We've got to stop meeting like this! 6-88; Why do executives leave the Federal service? 1-65

Gay, Robert S., Barriers to labor migration: the case of occupational licensing, 12-86

Geer, LeRoy N., A systems approach to OD, 9-10

Gehrman, Bob, Safety at the Kennedy Space Center, 1-181

Gehrman, Douglas B., Objective based human resources planning, 1-206

Gellens, Kathryn A., Determining supervisory status and bargaining unit composition in the nursing profession, 8-93

George B. Buck Consulting Actuaries, Inc., Study and analysis of portability and reciprocity in single employer pension plans; final report, 2-184

Georgenson, David L., Problem of transfer calls for partnership, 11-155

German, Donald R., How to find a job when jobs are hard to find, 9-6

German, Joan W., How to find a job when jobs are hard to find, 9-6

Gest, Ted, Is Federal ethics law really working? 1-61; Report on privacy: who is watching you? 8-102

Gherman, E. M., Stress & the bottom line, 6-49; Win your battles with the clock, 4-70

Gibb, Peter, Facilitative trainer, 8-194

Gibbons, Joseph A., Privacy protection and personnel administration; implementing corporate privacy protection policies, 10-105

Giblin, Edward J., Bureaupathology: the denigration of competence, 6-79

Gibson, Price, Assess readiness, measure change and survive! 9-123

Giglioni, Giovanni B., Performance appraisal: here comes the judge, 4-151

Giglioni, Joyce B., Performance appraisal: here comes the judge, 4-151

Gilbert, Thomas F., Question of performance, 11-156

Gildea, Joyce A., Safety and privacy: are they compatible? 3-172

Giles, William F., Accuracy of interviewers' perceptions of the importance of intrinsic and extrinsic job characteristics to male and female applicants, 4-102

Gill, Roger W., Trainability concept for management potential and an empirical study of its relationship with intelligence for two managerial skills, 8-69

Gillan, Peter G., Small group problem solving, 5-74

Gillespie, Bonnie J., Professionalism in the latter part of the twentieth century, 5-169

Gillett, Darwin, Hard times? Manage results, not just resources, 2-123

Gilmore, Carol B., Dual career couple: a challenge to personnel in the eighties, 7-181; To catch a corporate thief, 3-51

Gilmore, Thomas N., Leadership and boundary management, 11-85

Gilpin, Scott, You've been promoted to manager: now what? 8-87

Gilsdorf, Jeanette W., Time management--but what about your people? 1-120

Gingrich, Denise D., Dual career couple dilemma, 3-3

Ginsburg, Sigmund G., How much psychic income are you paying? 12-71

Ginzberg, Eli, Continuing personnel challenge; roundtable report, 7-174; The social security system, 2-183; Work decisions in the 1980s, 7-133

Glassman, Alan M., Organizational development in a social service agency, 1-7

Glennon, Thomas A., RIF procedures; how they got here from there, 11-129

Glick, Charles, Free speech, the private employee, and state constitutions, 7-55

Glicken, Morley D., Managing a crisis intervention program, 6-39

Glum, Kerry, Performance based supervisory development, 11-149

Glyn, Michael, How to recognize quality in a training film, 6-217

Goddard, Robert W., Sense of belonging, 11-176

Goerth, Charles R., Performing two roles: the dual capacity doctrine, 3-69; When recession takes health care to court, 5-177

Goldenberg, Edie, Controlling the U.S. Federal bureaucracy: will SES make a difference? 10-23; Firing the unproductive employee: will civil service reform make a difference? 7-16; Three faces of evaluation, 2-136

Goldman, Deborah D., Due process and public personnel management, 2-157

Goldman, Lorraine, The gulf of perspective, 3-107

Golembiewski, Robert T., Approaches to organizing, 5-130; Do flexible workhour effects decay over time? some warning signs and five remedial suggestions, 10-91; Estimating the success of OD applications, 9-10; Success of OD applications in the public sector: toting up the score for a decade, more or less, 2-5; Testing for demographic covariants of a decay rate in long-run effects of flexible workhours program, 1-100; Third mode of coupling democracy and administration: another way of making a crucial point, 3-8

Goodfellow, Matthew, Why you should train now to prevent strikes later, 7-137

Goodin, Robert E., Rational politicians and rational bureaucrats in Washington and Whitehall, 7-11

Goodling, Judson, Firing at the top, 2-56

Goodstein, Leonard D., Experiential learning can improve the performance appraisal process, 10-142

Goodwin, Douglas J., Study of the implementation and utilization of the Merit Systems Protection Board in adverse action cases, 5-2

Gordon, George J., Public administration in America, 7-194
Gordon, Leo X., Temporary workers pay off for intelligent management, 6-165
Gordon, Michael E., Seniority: a review of its legal and scientific standing, 8-203
Gordon, Paul J., Creating and using a model to monitor managerial talent, 5-54; Monitoring the flow of managerial talent: creating and using a model, 10-77
Gorlin, Harriet, Company experience with flexible work schedules, 12-66
Gorovitz, Elizabeth S., 'International' is not someplace overseas! 11-159
Goss, Galen L., Foreign language--a vital role in the Federal government, 1-129
Gottesman, Jay, Has the fair-employment movement affected a manager's ability to manage? 2-47
Gottfredson, Gary D., An assessment of a mobility-based occupational classification for placement and counseling, 9-138
Gould, Sam, Correlates of career progression among Mexican-American college graduates, 4-134
Gould, Stephen J., The mismeasure of man, 10-192
Graceffa, John P., Ethical considerations of the Federal lawyer upon entering private practice, 7-68
Graen, George, Effects of leader-member exchange and job design on productivity and satisfaction: testing a dual attachment model, 8-159; Training in creative problem solving, 8-35
Graf, Lee A., Suggestion program failure: causes and remedies, 7-113
Graham, Harry, Arbitration results in the public sector, 9-97; Discipline in the nonunion company: protecting employer and employee rights, 8-37; Trends in public sector arbitration, 6-110
Graham, William K., Corrections for restriction of range and attenuation in criterion-related validation studies, 12-166
Grant, Philip C., Motivation; myths & misnomers, 9-113
Gray, Andrew, Repatriation at the Burr Hamilton Bank, 5-133
Gray, Margaret A., Can we adopt the Japanese methods of human resource management? 9-193
Greco, Benedetto, How to get the job that's right for you, 5-93
Green, Bert F., Issues in testing: coaching, disclosure, and ethnic bias, 8-186
Green, Donald R., Minimizing bias in educational testing, 3-207
Green, Mark, Richer than all their tribe, 2-72
Green, Stephen G., Training in creative problem solving, 8-35
Greenbaum, Marcia L., Sexual harassment in the workplace, 2-34
Greenberg, Carl I., Goal setting and performance evaluation: an attributional analysis, 2-148
Greenberg, Murray, Arbitrator's employment status as a factor in the decision-making process, 6-111
Greenberger, Ellen, A job is a job is a job...or is it? behavioral observations in the adolescent workplace, 9-195
Greene, Karen, Barriers to labor migration: the case of occupational licensing, 12-86
Greene, Lawrence D., Federal merit requirements: a retrospective look, 5-12
Greene, Robert J., Issues in salary structure design, 6-21
Greenhalgh, Leonard, Maintaining organizational effectiveness during organizational retrenchment, 9-151
Greenhaus, Jeffrey H., Has the fair-employment movement affected a manager's ability to manage? 2-47
Greenlaw, Paul S., Age Discrimination in Employment guidelines, 4-50; EEOC's new Equal Pay Act guidelines, 10-39; Woman MBA: a positive employment profile, 10-31
Greenwood, Wallace, The pregnancy disability amendment: what the law provides, 9-188
Greer, Charles R., Occupational stress and perceived organizational effectiveness in formal groups, 8-41
Greil, Stan, Local government innovative training tool directory, 7-215
Grenough, John L., Using 'utilization' to measure training results, 4-221
Griffin, Adelaide, Modern personnel management, 9-129
Griffin, Ricky W., Perceived task characteristics and employee performance: a literature review, 1-106
Griffis, Stanley D., Personnel training and development decision making cost-benefit analysis model, 8-195
Groebner, David F., Toward a code of ethics for management accountants, 11-51
Grossman, Elliot S., Productivity in the United States; trends and cycles, 1-159
Grothe, Mardy, Problem employees; how to improve their performance, 3-203
Grubbs, Donald S., Study and analysis of portability and reciprocity in single employer pension plans; final report, 2-184

Gruber, James E., Blue-collar blues; the sexual harassment of women autoworkers, 11-38
Gruber, William H., Information resource management; opportunities and strategies for the 1980s, 7-53
Gruijter, Dato de, Accounting for the uncertainty in performance standards, 3-164
Gudenberg, Harry R., Codetermination: wave of the future? 1-139
Guest, Robert H., Innovative work practices, 12-190
Guion, Robert M., Adverse impact from a psychometric perspective, 10-194
Gumpert, Ray, The validity of Hersey and Blanchard's theory of leader effectiveness, 9-104
Gunnison, Hugh, Inside the creative process of counseling: vocational decision making takes place, 3-43
Gupta, Nina, Absenteeism and turnover: is there a progression? 12-91
Gurdon, Michael A., Is employee ownership the answer to our economic woes? 7-164
Gutek, Barbara, Office of the future: prison or paradise? 7-149; Women and work: a psychological perspective, 7-225
Guzda, Henry P., Labor Department's first program to assist black workers, 8-50
Guzzo, Richard A., Expression of affect and the performance of decision-making groups, 4-81
Gysbers, Norman C., Career counseling from a cognitive perspective, 3-44

H

Haber, Pierre C., Why some people are always late, 6-1
Hager, L. Michael, Tilting at windfalls, 9-156
Hagman, Joseph D., Effects of refresher training on job-task typewriting performance, 7-222; On sustaining procedural skills over a prolonged retention interval, 12-171
Hahn, Peter, Observation of interaction processes in practical training, 2-206
Haight, Gretchen G., Workout; a visit to an executive fitness center, 6-77
Halatin, T. J., Be a better telephone reference, 10-6; Becoming a mentor: are the risks worth the rewards? 4-33; Evaluating the superior employee, 2-150; Making it through the holidaze: the pre-holiday season, 12-157; Plan to avoid the holidaze, 1-43; Upward communication, 12-158; What to do about temps, 6-166; When family stress affects worker productivity, 8-176
Hale, Guy A., Proactive manager, 11-87
Hall, Eugene R., A structured interview methodology for collecting training feedback information, 3-217
Hall, Herbert, Senior executive service, 1-62
Hall, James L., Is Japanese-style management anything new? 6-148
Hall, Jay, Managing for greater productivity, 7-184
Hallman, G. Victor, Employee benefit planning, 7-31
Halpin, Glennelle, Assessment of faculty performance appraisal, 9-126
Hambleton, Ronald K., Latent trait model contributions to criterion-referenced testing technology; final report, 10-193; The validity of Hersey and Blanchard's theory of leader effectiveness, 9-104
Hamilton, Eugene K., How to set up flexible benefits, 3-26
Hamilton, Jack A., Training those who design training programs, 8-196
Hamilton, John W., Options for small sample sizes in validation: a case for the J-coefficient, 3-4
Hammer, Edson G., Long-term forecasting of employee benefits, 1-23
Hammer, Hy, Civil service handbook: how to get a civil service job, 4-109; Practice for civil service promotion to supervisory and administrative positions, 5-192
Hammond, Valerie J., Tomorrow's office today: managing technological change, 4-37
Hammons, James D., Staff development: a time for appraisal, 5-205
Hancox, Robert E., Tomorrow's personnel executive, 5-67
Hanlon, Martin D., Public sector productivity in an era of retrenchment, 5-156
Hannah, Richard L., Work ethic of coal miners, 12-188
Hansel, Max, Outplacement training, 9-155

H

Hansen, W. Lee, The decline of real faculty salaries in the 1970s, 3-27

Hanson, Marlys C., Career/life planning workshops as career services in organizations--are they working? 9-4

Hanzlik, Carla, Effectiveness of merit pay pool management, 10-25

Hare, A. Paul, Creativity in small groups, 10-90

Harel, Gedaliahu H., Combatting sexual harassment: the Michigan experience, 10-54; Expectancy theory applied to the process of professional obsolescence, 5-165

Hargis, Kenneth, Assessing training results: it's time to take the plunge! 3-218

Harissis, Kostas, Investigating labour turnover and wastage using the logit technique, 8-116

Harkless, James M., Comment on "Grievance arbitration in the Federal service: still hardly final and binding?" 8-110

Harlan, Sharon L., After the pioneers; prospects for women in nontraditional blue-collar jobs, 11-170

Harper, Earl, Personnel and labor relations master's degrees for the '80s and '90s, 12-121

Harper, Edwin L., Career administrators: what is their policy role (if any)? Who respects them (if anyone)? 6-182; Keynote address, 6-182; Why the White House means business on the A-76 business, 8-164

Harrell, Karen F., Administration of public pension plans at the state and local level, 7-203

Harrick, Edward J., Outplacement training, 9-155; Role of personnel in improving productivity, 9-141; Workforce of the future: the problems and opportunities of maturity, 10-129

Harriman, Ann, Work/leisure trade off, 4-89

Harris, Dorothy L., Human resources management, part 1: charting a new course in a new organization, a new society, 12-119

Harris, George, Occupational health risks and the worker's right to know, 3-60

Harris, Marvin, America now: the anthropology of a changing culture, 3-225

Harris, Patricia A., Assessing the distribution of minorities and women in relevant labor markets, 7-66

Harris, Philip, Arbitrator's employment status as a factor in the decision-making process, 6-111

Harris, Philip R., Human resources management, part 1: charting a new course in a new organization, a new society, 12-119

Harrison, Edward L., Legal restrictions on the employer's authority to discipline, 4-36; Training supervisors to discipline effectively, 12-159

Harron, Meyer J., Another view of the merit pay system, 1-24

Harrop, David, World paychecks; who makes what, where, and why, 11-20

Hartman, E. Alan, Burnout: summary and future research, 7-62

Harvey, Donald F., Experiential approach to organization development, 4-145

Harvey, Frederick W., Working model of behavior, 12-72

Harvey, Robert J., The future of partial correlation as a means to reduce halo in performance ratings, 7-171

Hasan, Judith W., "Wellness" in the workplace: a cure for the high cost of health care, 4-46; Who provides career assistance for the "trailing" spouse? 2-181

Hassinger, James H., Increase the stakes to expand your training effectiveness, 11-62

Hastings, Robert E., No-fault career counseling can boost middle- and upper-management productivity, 2-2

Hatakeyama, Yoshio, Unsung hero of Japanese management: the middle manager, 8-70

Hatfield, John D., Perceptual congruence about communication as related to satisfaction, 7-125

Hatry, Herry P., Assessment of local government management motivational programs: performance targeting with and without monetary incentives, 8-125

Hatvany, Nina, Japanese management in America, 5-113

Hauck, Vern E., Burdine: sex discrimination, promotion, and arbitration, 9-45

Hauser, Leopold, III, How computers can help adults overcome the fear of learning, 4-227

Hausman, Jerry A., "Double dipping": the combined effects of social security and civil service pensions on employee retirement, 11-136

Havens, Ronald A., Mind uncaged: hypnosis and the manager, 8-71

Hawes, Jon M., Evaluating corporate sales training programs, 12-185

Hayden, Trudy, Employers who use lie detector tests, 8-6

Hayes, James L., Jekyll and Hyde managers, 4-63
Hayford, Stephen L., Impact of law and regulation upon the remedial authority of labor arbitrators in the Federal sector, 4-116
Hawk, Donald L., Performance appraisal bibliography of recent publications; 1981 edition, 1-141
Head, Robert V., Federal information systems management; issues and new directions, 7-150
Health Insurance Association of America, Source book of health insurance data, 7-115
Heaston, Robert J., Ten states of a RIF, 11-130
Heath, Earl D., Requirements for employers to provide training and education in occupational safety and health for workers, 11-157
Hecklinger, Fred J., Federal employment process, 12-83
Hedaa, Laurids, Managerial obsolescence: the forgotten human resource function, 4-64
Hedl, John J., Jr., Toward improving the magnitude of relationships between test anxiety and sentence memory, 12-163
Heen, Mary L., New Supreme Court Title VII pay equity decision: County of Washington v. Gunther, 7-24
Heffler, Allan J., Audiometry does not equal hearing conservation, 5-39
Heide, Dorothy, Training and developing women managers, 12-54
Heim, Pat, Management development: why it fails, 12-56
Heirs, Ben J., The mind of the organization, 10-120
Heller, Dorothy K., Helping women find employment in the high-technology field, 2-210; Micros bring employment, dignity and hope to the handicapped, 1-96; More corporations endorse telecommuting for data processors, 1-204
Heller, Frank A., Competence and power in managerial decision-making; a study of senior levels of organization in eight countries, 2-62
Heller, George L., Demystifying job evaluation, 3-117
Heller, Robert, Business of business; managing with style, 7-77
Heller, Trudy, Leadership and followership: some summary propositions, 11-85
Hellriegel, Don, Kilmann and Herden model of organizational effectiveness criteria for small business managers, 7-78
Helm, Lewis M., Informing the people; a public affairs handbook, 1-167
Hendrick, Gregory, Organizational structure: the source of low productivity, 3-177
Hendricks, J. Stephen, Organizational involvement and representative bureaucracy, 5-171
Heneman, Herbert G., III, Managing personnel and human resources, 1-148
Hennessey, Harry W., Jr., Is equal pay for comparable work fair? 1-30
Henriksen, Dane, Outplacement: program guidelines that ensure success, 10-7
Henry, Charles T., A profession under stress, 7-75; Trends in city management careers 1970-1980, 5-60
Herbert, Theodore T., Organizational behavior: readings and cases, 7-110
Hercus, Terry, Human resource audit: an instrument for change, 6-160
Herman, E. Edward, Collective bargaining and labor relations, 4-117
Herrick, Neal Q., Cooperative self-interest: learning from Joe Scanlon, 10-40
Hersey, Paul, Grid principles and situationalism: both! A response to Blake and Mouton, 9-106; Impact of Situational Leadership and classroom structure on learning effectiveness, 9-72 Leadership style: attitudes and behaviors, 9-105; Management of organizational behavior; utilizing human resources, 10-95
Hershey, Gerald I., Let quality count in productivity measurement, 8-160
Hershman, Arlene, They put their trust in blind trusts, 6-62
Hertz, Ronald S., The effect of changing concepts of regulation on the accounting profession, 2-173
Herzberg, Frederick, The managerial choice: to be efficient and to be human, 9-114
Heshizer, Brian P., Discipline in the nonunion company: protecting employer and employee rights, 8-37
Hewitt, David L., Cafeteria approach: seeking the best of all possible worlds, 5-24
Hewson, Marillyn A., Employment situation in 1981, 5-98
Heyward, Emory S., Jr., Has personnel accreditation benefited the personnel practitioner? 9-63
Hickerson, Karl A., Career development: whose responsibility? 9-176
Higginson, Margaret V., Sensitivity--the missing ingredient for success, 7-85

Hilgert, Raymond L., Cases and policies in personnel/human resources management, 8-152

Hilker, Robert R., Executive work perceptions and the quality of working life, 3-82

Hill, Alfred W., The supervisor as a manager: contributions and conflicts, 9-163

Hill, James P., Ethics for the unelected, 10-64

Hill, Kenneth D., Effect of gaming on attendance and attitude, 5-1

Hill, Stephen, Competition and control at work; the new industrial sociology, 10-121

Hillman, Linda, Training and education in group relations, 1-92

Hills, Frederick S., Comparable worth: implications for compensation managers, 10-41; Professional employees: unionization attitudes and reward preferences, 10-169

Himes, Gary K., ABC's of getting things done, 6-129; Developing your creative ideas, 11-31; Encouraging creative ideas, 10-52

Herzberg, Frederick, Individual motivation; the bridge between solitude and society, 1-158

Hine, Lewis W., Women at work; 153 photographs by Lewis W. Hine, 4-230

Hitt, Michael A., Discrimination in industrial employment: an investigation of race and sex bias among professionals, 8-51; Occupational stress and perceived organizational effectiveness in formal groups, 8-41

Hobbs, Larry A., Working 8 hours a day? 9-82

Hobson, Charles J., Why employees should rate supervisory effectiveness, 11-148

Hochheiser, Robert M., A prescription for hiring headaches, 10-8

Hodges, Mary, Job market for secretaries, 4-137

Hoff, Ross H., Salaries of municipal officials for 1982, 7-86

Hoffman, Robert B., Confidential employees: is the dilemma resolved? 5-105

Hoffman, W. Michael, The work ethic in business; proceedings... 3-227

Hogler, Raymond L., Equal pay, equal work, and the United States Supreme Court, 1-25

Hoiberg, Anne, Occupational stress and illness incidence, 7-57

Holbrook, Morris B., Modeling decision-specific stress: some methodological considerations, 9-65

Holcombe, Marya W., Writing for decision makers; memos and reports with a competitive edge, 10-71

Holden, Ronald R., Professional interviewers' trait inferential structures for diverse occupational codes, 3-156

Holland, Winford E., Job change: a naturally occurring field experiment, 2-175

Holley, William H., Jr., Assessment of faculty performance appraisal, 9-126; Labor relations process, 4-118; Relationship of performance appraisal system characteristics to verdicts in selected employment discrimination cases, 7-170; Will your performance appraisal system hold up in court? 4-152

Hollinger, Richard, Employee deviance: a response to the perceived quality of the work experience, 4-42

Hollon, Charles J., Avoiding religious discrimination in the workplace, 10-62; Comparison of retail personnel practices applied to full-time and part-time nonexempt employees, 3-102; National origin harassment in the work place, 12-37

Holloway, Lynn A., Laboratory productivity; assessing productivity in the laboratory, 10-160

Holmberg, Stevan R., Stepping up to supervision: being popular isn't enough, 3-200; Stepping up to supervision: building an effective work group, 4-79; Stepping up to supervision: conducting performance reviews, 6-151; Stepping up to supervision: coping with change, 5-10 Stepping up to supervision: managing time and job pressures, 2-188; Stepping up to supervision: planning for success, 1-190

Holmes, William, we saved 191 hours and $2,489.28, 6-171

Holzer, Marc, In defense of the public sector, 10-171

Hom, Peter W., Effectiveness of performance feedback from behaviorally anchored rating scales, 12-113

Hon, David C., Space Invaders, videodiscs and the "bench connection," 2-202

Honadle, Beth W., Improving public management through capacity-building, 6-180; Wage determination in the public sector: a critical review of the literature, 2-110

Hoover, John J., Union organization attempts: management's response, 4-119

Hopkins, Carter H., Sexual harassment in the work place, 5-35

Hopp, Alan, Visual fatigue and occupational stress in VDT terminal operators, 1-48

Horgan, James F., Absenteeism, 3-1
Horgan, Neil J., Will your MBO program fly or fizzle? 2-129
Horlick, Max, Social security in Europe: the impact of an aging population, 5-181
Horn, Shirley K., The management matchmaker, 9-57
Horner, William T., Tarrytown: a union perspective, 5-214
Horovitz, Bruce, Fat pay in lean times, 6-73; Plight of the unwed executive, 8-72; When should an executive lie? 1-66
Horton, Forest W., Information management in public administration: an introduction and resource guide to government in the information age, 9-147
Hough, Susan, Beyond orientation: assimilitating new employees, 10-132
House, Stanley G., HMOs--medicine for feverish healthcare costs, 3-108
Hovdesven, Arne, Conflict of interest and the corporate client rules are fair, 10-65
Howard, Ann, Career motivation in mid-life managers, 11-7; Today's young managers: they can do it, but will they? 3-81
Howard, Cecil G., How best to integrate expatriate managers in the domestic organization, 10-133
Howell, Jon P., Substitutes for leadership: test of a construct, 2-107
Howell, William C., Human performance and productivity: information processing and decision making, 12-130
Howells, David, Marks and Spencer and the civil service: a comparison of culture and methods, 1-14
Hoy, Frank, Are your management development programs working? 1-89; If you want to be irreplaceable--you will be! 11-54; Kilmann and Herden model of organizational effectiveness criteria for small business managers, 7-78
Hsu, Louis M., Estimation of the relative validity of employee selection tests from information commonly available in the presence of direct and indirect range restriction, 10-9
Huber, Vandra L., Managing stress for increased productivity, 2-40
Huddleston, Mark W., Carter civil service reforms: some implications for political theory and public adminstration, 8-12; Foreign systems, familiar refrains: a comparative view of personnel reform, 7-16
Hudson, William T., Equal employment opportunity as public policy, 11-44
Huff, Anne S., Life on the line, 9-86
Hughes, Herschel, Jr., A structured interview methodology for collecting training feedback information, 3-217
Hulbert, Doris, The value of assertiveness in interpersonal communication, 10-96
Hulbert, Jack E., The value of assertiveness in interpersonal communication, 10-96
Hulin, Charles L., Some reflections on general performance dimensions and halo rating error, 7-171
Hull, Frank M., Effect of technology on alienation from work, 4-107
Hull, Peggy K., Planning for tomorrow: increased productivity through education and training, 5-204
Hultman, Kenneth E., Trainer as "scapegoat," 8-197
Hummel, Ralph P., Bureaucratic experience, 7-195
Hunsaker, Johanna S., Decision styles--in theory, in practice, 2-63
Hunsaker, Phillip L., Art of managing people, 4-161; Decision styles--in theory, in practice, 2-63; Strategies for organizational change: the role of the inside change agent, 12-2
Hunt, James G., Organization theory, 1-136
Hunt, Thelma, Contemporary personnel psychology, 5-145
Hunter, David M., Supervisory management; a skill-building approach, 1-189
Hunter, John E., Ability tests: economic benefits versus the issue of fairness, 12-40; Assessing the economic impact of personnel programs on workforce productivity, 8-199; Two pitfalls in assessing fairness of selection tests using the regression model, 11-153
Huonker, John, Are older workers hurt by affirmative action? 11-98
Hurley, Charlotte, Civil service reform: an annotated bibliography, 10-25
Hurst, Michael W., The relationship between job satisfaction and psychiatric health symptoms for air traffic controllers, 3-118
Hurston, Clifford J., Jr., How to improve your "timing," 3-140
Hurwitz, Jerome V., Quality circles: practical considerations for public managers, 10-134
Huseman, Richard C., Perceptual congruence about communication as related to satisfaction, 7-125
Hussain, Soofia K., Upward mobility patterns of men and women in New York City government, 5-61

Huszczo, Gregory E., Job involvement, satisfaction and motivation, 5-88

Hutchens, Stephen P., Evaluating corporate sales training programs, 12-185

Hutzler, Laurie H., Legal ramifications of information privacy, 11-116

Huxtable, Fulton L., Executive hiring deserves more than spare-time treatment, 9-66

I

Ichniowski, Casey, Arbitration and police bargaining: prescriptions for the blue flu, 8-109

Ilgen, Daniel R., Effects of life and job stress on information search behaviors of organizational members, 4-48; Sex discrimination against women in initial placement decisions: a laboratory investigation, 2-4; Supervisor and subordinate reactions to performance appraisal sessions, 2-151

Imada, Andrew S., Social interaction, observation, and stereotypes as determinants of differentiation in peer ratings, 7-89

Imundo, Louis V., Getting commitment by soliciting employee ideas, 12-73

Industrial Relations Research Association, Proceedings of the 34th annual meeting, December 28-30, 1981, 8-23

Ingle, Sud, Quality circles master guide: increasing productivity with people power, 5-135

Ingraham, Patricia W., Individual motivation and institutional changes under the Senior Executive Service, 7-16

Ingram, Timothy, Prospects for legislative change, 6-85

Ink, Dwight, CSA closedown--a myth challenged, 9-16

Inman, Thomas H., An analysis of the effectiveness of a management training program, 9-73

Inskeep, Robert, Vocational rehabilitation/employment development for drug dependent women, 2-211

International Association of Machinists and Aerospace Workers, Technology bill of rights, 12-87

International City Management Association, Employee/employer relations for supervisors; training course, 1-192

International Personnel Management Association, A program of personnel information and dissemination for state personnel executives, 10-149

International Personnel Management Association Assessment Council, Information sources and services in personnel assessment, 8-153

Ippolito, Dennis S., Congressional spending, 4-178

Ipsen, Erik, Cream at the top, 6-76

Ironson, Gail H., Adverse impact from a psychometric perspective, 10-194

Iso-Ahola, Seppo E., On the measurement of work and leisure ethics and resultant intercorrelations, 8-204

Ivancevich, John M., Effects of goal setting, external feedback, and self-generated feedback on outcome variables, 7-154; Goal setting interview skills training: simulated and on-the-job analyses, 2-78; How, what and why of stress management training, 12-32; Job difficulty as interpreted by incumbents: a study of nurses and engineers, 8-103; Management classics, 5-115; Occupational stress, Type A behavior, and physical well being, 7-58; Subordinates' reactions to performance appraisal interviews, 12-57

J

Jaap, Tom, Trends in management development: introducing theory "P," 11-63

Jabara, James W., Working in hot environments, 8-43

Jackson, Douglas N., Professional interviewers' trait inferential structures for diverse occupational codes, 3-156

Jackson, Louis, Antipathies of organized labor, 7-138

Jackson, Tom, Forging the workteam: beyond quality circles, 7-100

Jacobs, Alfred, Variations in group process due to valence, response mode, and directness of feedback, 9-167

Jacobs, David, Toward a theory of mobility and behavior in organizations, 1-124

Jacobs, James B., Role of military forces in public sector labor relations, 3-125

Jacobs, Rick R., Bottom line in performance appraisal, 10-144; Utility concepts in performance measurement, 8-147
Jacobs, Roger B., Employment discrimination and continuing violations: an update of *Ricks* and recent decisions, 12-38
Jacobson, Hugh H., Title VII and Congressional employees: the "chilling effect" and the speech or debate clause, 2-45
Jaffee, A. J., Rearranged work schedules in the private sector; bibliographic and case study analysis, 3-100
Jamal, Muhammad, Consequences of extended work hours: a comparison of moonlighters, overtimers, and modal employees, 2-89; Work and nonwork experiences of employees on fixed and rotating shifts, 7-104
Jamal, Saleha M., Work and nonwork experiences of employees on fixed and rotating shifts, 7-104
James, Jennifer, Sexual harassment, 3-52
James, Lawrence R., Aggregation bias in estimates of perceptual agreement, 7-162
James, Philip, How real is worker involvement in health and safety? 2-186
Jamieson, David, Developing HRD and OD: the profession and the professional--a dialogue with Gordon L. Lippitt, 3-216
Jamison, Kaleel, Competing with peers--for fun and productivity, 1-103
Janson, Robert, Total involvement as a productivity strategy, 4-172
Janus, Lauren R., Time-management for executives, 4-126
Janz, Tom, Initial comparisons of patterned behavior description interviews versus unstructured interviews, 12-78; Manipulating subjective expectancy through feedback: a laboratory study of the expectancy-performance relationship, 10-127
Japan, Administrative Management Agency, Staff number control in Japan, 10-30
Japan, National Personnel Authority, The Japanese civil service system, 10-30
Jauch, Lawrence R., Organization theory, 1-136
Jenkins, G. Douglas, Jr., Absenteeism and turnover: is there a progression? 12-91
Jenkins, Glenville, Management information disclosure to employees, 2-15
Jenner, Stephen R., Analyzing cultural stereotypes in multinational business: United States and Australia, 10-72
Jennings, Kenneth M., Labor relations process, 4-118
Jerdee, Thomas H., Are older workers hurt by affirmative action? 11-98
Johns, Gary, Meanings of absence: new strategies for theory and research, 10-131
Johnson, David A., Sexual harassment in the work place, 5-35
Johnson, Gerald W., Assessment of faculty performance appraisal, 9-126
Johnson, Greg, Administracion en un medio ambiente Hispanico. [Managing in a Hispanic environment.] 3-147; Easing the squeeze on the salary ladder, 4-25; Shrinking white collar ranks, 11-131; Why executives jump ship, 6-63
Johnson, Harriet M., Who is handicapped? Defining the protected class under the employment provisions of Title V of the Rehabilitation Act of 1973, 2-157
Johnson, Homer H., OD--current theory and practice, 9-10
Johnson, Manuel H., Better government at half the price, 6-179
Johnson, Rita, Subjectivity and bias in job evaluations, 2-102
Johnson, Spencer, One minute manager, 11-53
Johnson, Steven M., Response format of the Job Descriptive Index: assessment of reliability and validity by the multitrait-multimethod matrix, 10-109
Johnson, Thomas W., Supervising, 9-162
Johnson, William A., Seniority: a review of its legal and scientific standing, 8-203
Johnson & Higgins, Flexible compensation: it could work for your benefit, 1-26
Johnstad, Trygve, Group dynamics and society: a multinational approach, 7-108
Johnston, Robert W., Leader-follower behavior in 3-D, part 2, 1-118
Jones, Harry E., Compulsory interest arbitration in the public sector: an overview, 2-111
Jones, John W., Burnout syndrome, 5-38
Jones, Lawrence M., Management and employee relationships within the Federal Aviation Administration, 6-113
Jones, Philip, Designing and delivering cost-effective training and measuring the results, 8-193
Jones, Robert A., Good starts for new employees, 8-181
Jones, Robert E., Personality and the preference for modes of conflict resolution, 10-97
Jones, Robert M., Establishing priorities in the wellness program, 8-42
Jones, Sue, Explicit problem modeling: an intervention strategy, 4-16

Jones, Susan K., Time-management for executives, 4-126
Jones, Warren W., What do I do next? a manual for people just entering government service, 5-4
Jones, William A., Jr., Public manager's guide, 6-78
Jons, John A., Standard procedures: a quick path to technical training, 10-199
Jorgensen, James, Graying of America; retirement and why you can't afford it, 1-175
Josephine, Helen, Pay equity action strategies and case summaries, 7-25
Joyce, William F., Perspectives on organization design and behavior, 4-146
Joyner, John N., Prediction of job performance: review of military studies, 12-116
Joynt, Pat, Managerial obsolescence: the forgotten human resource function, 4-64
Jreisat, J. E., Affirmative action in public administration in the South: a human resources approach, 1-55
Jud, Robert, Retirement decision; how American managers view their prospects, 4-189
Judd, Barbara, Doing better with less: optimum choice analysis, 10-123
Judge, John F., Politics and contracting-out, 8-164
Judson, Arnold S., The awkward truth about productivity, 10-161
Juffer, Jane, Firms find recession a good time to reduce employee benefit costs, 10-42
Julian, Charles A., Analysis of factors influencing the career choice of librarianship, 1-130
Juliff, Ronald, Office technology, paperwork, and productivity, 10-168
Julius, Daniel J., Guide for the effective management of employee grievances, 6-86
Jull, David, The image of the public administrator: an MP's perspective, 4-54
Jungermann, Helmut, Observation of interaction processes in practical training, 2-206

K

Kabanoff, Boris, A critique of Leader Match and its implications for leadership research, 3-137
Kacher, Larry S., Training--a new approach, 4-213
Kagel, John, Grievance arbitration in the Federal service: still hardly final and binding? 8-110
Kagerer, Rudolph L., Primer on quality circles, 8-141
Kahn, Lawrence M., Wage impact of job search, 5-94
Kahn, Robert L., Work and health, 9-94
Kakuyama, Takashi, Influence of achievement need on goal setting, performance, and feedback effectiveness, 12-99
Kalb, Laura S., Effects of job experience on supervisor attributions for a subordinate's poor performance, 7-172; Effects of outcome knowledge and content on supervisors' judgments, 3-167
Kalleberg, Arne L., Work: postwar trends and future prospects, 9-192
Kanarick, Arnold, Far side of quality circles, 1-140
Kandel, Thelma, What women earn, 11-21
Kandola, R. S., Work sample tests: validity, adverse impact and applicant reaction, 11-152
Kane, Jeffrey S., Behavioral observation scales and the evaluation of performance appraisal effectiveness, 11-107
Kane, Michael T., The validity of licensure examinations, 10-195
Kaniss, Jayme L., Minorities and representative bureaucracy, 5-46
Kanter, Rosabeth M., Continuing personnel challenge; roundtable report, 7-174; Dilemmas of managing participation, 10-135; Middle manager as innovator, 9-58
Kanungo, Rabindra N., Measurement of job and work involvement, 7-126
Kaplan, Marvin, Alternative work pattern applications, 2-87
Kaplan, Robert M., Stress management: an assessment questionnaire for evaluating interventions and comparing groups, 12-33
Kaplan, Roger P., Arbitration and the Federal sector advocate; a practical guide, 11-80
Karatsu, Hajime, What makes Japanese products better? 7-165
Karmin, Mayanne, Time management and personal effectiveness, 3-141
Kasl, Elizabeth S., How the training dollar is spent, 11-161
Katerberg, Ralph, Toward enhancing research with the social information processing approach to job design, 11-72
Katz, Paul A., Comparable worth, 9-28
Katz, Ralph, Career issues in human resource management, 1-146; Influence of group longevity: high performance research teams, 5-73

Katsman, Marvin S., We're in it together, 9-145
Kaufman, Bruce E., The determinants of strikes in the United States, 1900-1977, 9-96
Kaufman, Harold G., Professionals in search of work; coping with the stress of job loss and underemployment, 11-127
Kaumeyer, Richard A., Jr., Planning and using a total personnel system, 6-161
Kavanagh, Michael J., The relationship between job satisfaction and psychiatric health symptoms for air traffic controllers, 3-118
Kaye, Beverly L., Preparing employees: the missing link in performance appraisal training, 8-146; Up is not the only way: a guide for career development practitioners, 9-35
Kearns, Joseph, "Workers' brains as well as their bodies": quality circles in a Federal facility, 6-146
Kearsley, Greg P., Designing and implementing distributed education, 2-199
Keaveny, Timothy J., Development of appraisal system for university staff jobs, 9-127; Sexual harassment: the employer's legal obligations, 2-35
Keidel, Robert W., QWL development, 11-177
Kelleher, Christopher J., Dealing with the EEO officer who files a discrimination complaint, 9-48
Kelleher, Edward J., Integrative model for human resource planning and strategic planning, 6-226
Kellar, Elizabeth K., The squeeze on black managers, 8-57
Keller, Bill, Executive agency lobbyists mastering the difficult art of 'Congressional liaison,' 1-86
Keller, Kevin E., Career counseling from a cognitive perspective, 3-44
Keller, Robert T., Compensation program: balancing organizational and employee needs, 6-20; Job change: a naturally occurring field experiment, 2-175
Kelley, Maryellen R., Discrimination in seniority systems, 12-39
Kelley, Nelson L., Personnel management in action; skill building experiences, 3-170
Kelley, Robert E., Consulting; the complete guide to a profitable career, 1-38
Kelly, Helen B., Primer on transfer of training, 12-177
Kelly, Joe, Organizational behavior: its data, first principles and applications, 7-109
Kelman, Steven, Reaganism and managing the government, 7-13
Kendall, D. W., Repatriation: an ending and a beginning, 1-137
Kendrick, John W., Productivity in the United States; trends and cycles, 1-159
Kennedy, Delmont J., Sperry Corporation and listening, 5-112
Kennedy, John K., Jr., Middle LPC leaders and the contigency model of leadership effectiveness, 8-119
Kennedy, Randall, Interest in judgments against the Federal government: the need for full compensation, 7-26
Kenny, John B., Competency analysis for trainers: a model for professionalization, 9-177
Kent, William E., Career development: the ultimate incentive, 7-155
Keon, Thomas L., Job satisfaction and life satisfaction, 6-100
Kerin, Roger A., Where they come from: CEOs in 1952 and 1980, 1-67
Kernaghan, Salvinija G., Nurse shortage: how can we turn the exodus around? 4-86
Kerner, Hoeg, Susan E., The effects of managerial succession on organizational performance, 3-159
Kesner, Idalene F., Turnover benefits: the other side of the "costs" coin, 12-92
Kesselman, Gerald A., Development and validation of a self-report scored in-basket test in an assessment center setting, 11-60
Kessler, R. James, Development of appraisal system for university staff jobs, 9-127
Kessler-Harris, Alice, Out to work: a history of wage-earning women in the United States, 6-221
Ketchum, Lyman D., How to start and sustain a work redesign program, 5-86
Kettlewell, Charles W., Keep the format of the code of professional responsibility, 2-50
Kets de Vries, Manfred F., Top executive locus of control and its relationship to strategy-making, structure, and environment, 7-81
Kichline, Karen, First few years on the job: women in management, 1-71
Kiechel, Walter, III, Care and feeding of contacts, 3-90; Executives without degrees, 7-79; Lies on the resume, 9-7; Looking out for the executive alcoholic, 2-74; When the boss is in trouble, 4-55
Kiel, David H., An OD strategy for policy implementation: the case of North Carolina state government, 10-15

Kilburg, Richard R., Health service providers in psychology, 2-174
Kilgore, E. C., Managers--born? developed? --or both? 6-81
Killingsworth, Mark R., Pay discrimination research and litigation: the use of regression, 12-40
Kim, Jay S., Effects of flexitime on employee attendance and performance: a field experiment, 2-90
King, Francis P., Benefits and costs of continuing pension accruals past normal retirement age, 11-138
King, Michael, Background, personality, job characteristics, and satisfaction with work in a national sample, 5-89
Kingdon, Margaret A., Differences between women who choose traditional and nontraditional careers, 8-131
Kinlaw, Dennis C., Ways of winning motivational support for management education programs, 8-89
Kirby, Peter G., A systematic approach to performance appraisal, 3-165
Kirk, Raymond J., Alternative work schedules experimental program; interim report to the President and the Congress, 2-91
Kirschten, Dick, Why not the best? 7-94
Klauss, Rudi, Developing future executives: an assessment of Federal efforts in an era of reform, 7-16
Klay, William E., Contending with uncertainty in collective negotiations, 10-113
Klein, Allen R., Structure of the Job Diagnostic Survey for public sector occupations, 10-106
Klein, Andrew J., The role of personnel in improving productivity, 9-141
Klein, Gerald D., Implementing quality circles: a hard look at some of the realities, 2-167
Klein, Heywood, Pitting workers against each other often backfires, firms are finding, 8-127; More workers are refusing promotions, 6-178
Klein, Stuart M., Formal policies and procedures can forestall unionization, 6-112
Kleiner, Morris M., Barriers to labor migration: the case of occupational licensing, 12-86
Klerman, Gerald L., Fighting the management blues, 4-71
Klimoski, Richard J., Is it rational to be empirical? a test of methods for scoring biographical data, 10-11
Kline, Elliot H., To be a professional, 5-169
Klingner, Donald E., Personnel, politics and productivity, 11-108
Knapp, Lila, Clustered occupational interest measurement based on sex-balanced inventory items, 5-124
Knapp, Martin, Investigating labour turnover and wastage using the logit technique, 8-116
Knapp, Robert R., Clustered occupational interest measurement based on sex-balanced inventory items, 5-124
Knotts, Rose E., Becoming a mentor: are the risks worth the rewards? 4-33; What to do about temps, 6-166
Knudson, Ann D., Young management women: a new look, 8-73
Kobasa, Suzanne C., Executive work perceptions and the quality of working life, 3-82
Koch, James L., Job stress among school administrators: factorial dimensions and differential effects, 10-76
Koehn, Hank E., The changing work force, 3-226
Kohl, John P., Age discrimination in employment guidelines, 4-50; EEOC's new equal Pay Act guidelines, 10-39
Kohler, Mary T., Quality circles at Hughes Aircraft, 10-136
Komaki, Judith, Managerial effectiveness: potential contributions of the behavioral approach, 12-50; Role of performance antecedents and consequences in work motivation, 7-156
Komras, Henrietta, The audio workbook--an interactive approach to learning, 2-202
Konecny, Michael F., *A priori* assessment of proposed new programs, 4-90
Kopelman, Richard E., A mixed-consequence system for reducing overtime and unscheduled absences, 2-1
Koplyay, James B., Item Analysis Program (IAP) for achievement tests, 12-164
Korb, Lawrence J., Where women will fit in the new Army (interview), 11-173
Kornbluh, Marvin, The electronic office: how it will change the way you work, 7-149
Korshak, Stuart R., Arbitrating the termination of a union activist, 3-189
Kotter, John P., General managers, 8-74; General managers are not generalists, 7-80; What effective general managers really do, 12-53
Kovach, Kenneth A., Subconscious stereotyping in personnel decisions, 11-45
Kozan, Kamil, Work group flexibility: development and construct validation of a measure, 6-89

Koziara, Karen S., Becoming a union leader, 4-120
Kozoll, Charles, Emphatic followup, 4-199
Krackhardt, David M., Functional turnover: an empirical assessment, 2-117
Kraemer, Kenneth L., Management of information systems, 1-41
Kramer, Kenneth W., Seeds of success and failure: policy development and implementation of the 1978 Civil Service Reform Act, 7-16
Kramlinger, Thomas, Figuring things out; a trainer's guide to needs and task analysis, 4-220
Krannich, Ronald L., Moving out of government, 4-110
Krants, Shelley, Preparing employees: the missing link in performance appraisal training, 8-146
Krau, Edgar, Turnover analysis and prediction from a career developmental point of view, 3-134
Kreck, Lothar A., A new approach to problem solving, 2-64
Krein, Theodore J., How to improve delegation habits, 7-49
Kreitner, Robert, Feedforward and feedback control of job performance through organizational behavior management (OBM), 12-74; Managerial reaction to the term behavior modification, 8-189; Personal wellness: it's just good business, 7-92
Krenk, C. G., Productivity and pay: a survey of workers' perceptions, 12-10
Kruger, Daniel H., Compulsory interest arbitration in the public sector: an overview, 2-111
Krummes, Daniel C., Flexible work hours and transportation, 5-80
Krumsiek, Paul A., Contract negotiation and the classification specialist, 5-150
Krzystofiak, Frank, Evaluating employment outcomes: availability models and measures, 12-40; Influence of labor market discrimination on locus of control, 9-112
Kuhn, Alfred, Collective bargaining and labor relations, 4-117
Kur, C. Edward, Innovative twists in management development, 9-74; Learning from councils and productivity committees, 9-124; Making matrix management work, 5-114
Kuraitis, Vytenis, Analyzing the equal pay equation, 3-28; Why motivation programs fail, 4-135
Kutak, Robert J., New model rules of professional conduct: a report to the Bar, 10-66; Rules are a commitment to clients and the law, 10-65
Kuzela, Lad, Life after the executive suite, 6-196

L

Laabs, Gerald J., Performance test objectivity: a comparison of rater accuracy and reliability using three observation forms, 9-165
LaBau, Marilyn L., Human resource accounting, 4-162
Labovitz, George H., Managing time: positive clock-watching, 2-125
La Cour, Jean, Variations in group process due to valence, response mode, and directness of feedback, 9-167
Ladd, Robert T., Long-range impact of "fair selection" standards on minority employment, 4-51; Union commitment: replication and extension, 12-88
LaDou, Joseph, Workers' compensation: the Federal experience, 2-43
Laing, Joan, Application of Strong's validity criteria to basic interest scales, 4-138
Lakshmanan, Raman, Visual fatigue and cathode ray tube display terminals, 1-48
Lamb, Richard R., Application of Strong's validity criteria to basic interest scales, 4-138
Lamb, Sue R., Model for systematic selection interviewing, 4-101
Lamos, Joseph P., Microterminal/microfiche system for computer-assisted testing and interactive instruction, 12-165
Lancaster, Anita S., Employer-sponsored career development programs, 6-3
Landau, Sherman, Status of the municipal work force, 12-3
Landis, Brook, Expediting the arbitration process, 7-139
Landy, Frank J., Bottom line in performance evaluation, 10-144; Utility concepts in performance measurement, 8-147
Lane, David M., Measuring the importance of cues in policy capturing, 11-9
Lane, Frederick S., Current issues in public administration, 7-9

Lane, Irving M., Personnel and organizational psychology, 8-157
Lane, John C., Slow graying of our professoriate, 4-174
Lang, John S., 5,994 supercrats who decide your fate, 1-63; How VIP's live high at taxpayers' expense, 6-74
Langdon, Danny G., The individual management development program, 9-75
Lange, Susan A., Job hunting behaviors and employment status of recent college graduates, 3-18
Langer, Judith, Typology of working women, 12-187
Langer, Steven, Personnel and industrial relations report, part 1: personnel salaries, 7-27; Personnel and industrial relations report, part 2: budgets and staffing, 10-151
Lanouette, William J., For Federal consultants, budget cuts have meant a downswing in business, 2-27
LaRosa, Judith H., Lowering employe blood pressure--and costs, 1-50
Larson, Erik, Why do some people outperform others? Psychologist picks out six characteristics, 2-65
Larson, James R., Jr., Cognitive mechanisms mediating the impact of implicit theories of leader behavior on leader behavior ratings, 3-136
Latham, Gary P., Developing and training human resources in organizations, 11-162; Effects of participation and goal difficulty on performance, 11-109 Effects of self-set, participatively set and assigned goals on the performance of government employees, 8-161; Effects of training and rating scales on rating errors, 5-137; Employee reactions to continuous and variable ratio reinforcement schedules involving a monetary incentive, 10-45
Lauer, Peter H., Who will lead the computer revolution? 12-51
Lauterbach, Jeffrey R., Coaching the disabled back to work, 5-75
Lauth, Thomas P., Influence of the chief executive on city line agencies, 6-68
LaVan, Helen, Inter-relationships between organizational commitment and job characteristics, job satisfaction, professional behavior, and organizational climate, 2-215; Survey of the human resource information systems (HRIS) of major companies, 10-152
Lawler, Edward E., III, How Graphic Controls assesses the human side of the corporation, 1-205; Pay and organization development, 4-26; Productivity and the quality of work life, 5-215; Strategies for improving the quality of work life, 7-226
Lawrence, Daniel G., Design and use of weighted application blanks, 9-101
Lawrie, John, Data collection, 10-200; Making human resource development a reality, 7-219; Skill building in the training and development assault ladder, 12-178
Ledford, Gerald E., Jr., Productivity and the quality of work life, 5-215
Ledvinka, James, Long-range impact of "fair selection" standards on minority employment, 4-51; Surving an EEO lawsuit, 9-46
Lee, Chris, Adding the new technology to your training repertoire, 6-215; Trainers rate lifestyle high in contentment, enjoyment, 12-183
Lee, Cynthia, Constructive replication and extension of a role and expectancy perception model of participation in decision making, 8-104
Lee, Jo A., A comparison of techniques which test for job differences, 3-114
Lee, Patricia, Job sharing (speech), 12-67
Lee, Raymond, Corrections for restriction of range and attenuation in criterion-related validation studies, 12-166; Structure of the Job Diagnostic Survey for public sector occupations, 10-106
Lees-Haley, Paul R., Questionnaire design handbook, 6-2
Lefkowitz, Bernard, Training the troubled ones, 10-219
Lefkowitz, Gary, Work sharing case studies, 4-91
Leibowitz, Zandy B., Critical career transitions: a model for designing career services, 9-4
Leidecker, Joel K., Is Japanese-style management anything new? 6-148
Leifer, Melissa S., Triple perceptions of the trainer: strategies for change, 12-181
Lenz, Janet, Job hunting behaviors and employment status of recent college graduates, 3-18
Lenz, Matthew, Jr., The importance of pay: an empirical test of Lawler's model, 9-24

Leo, John, Fire belles in the night, 5-47
Leon, Carol B., Employed but not at work: a review of unpaid absences, 1-2
Leona, Veronica M., Hiring your first handicapped person, 1-94
Leonard, Frank S., The incline of quality, 10-162
Leong, Frederick T., Vocational behavior and career development, 1981, 11-175
Leslie, Robert N., Time series analysis system for person-job match data, 11-86
LeVeen, Phillip E., Benefits of health and safety regulation, 12-25
Levin, Irwin P., Measuring tradeoffs in carpool driving arrangement preferences, 2-208
Levine, Charles H., Resource scarcity and the reform model: the management of retrenchment in Cincinnati and Oakland, 2-126
Levine, Hermine Z., Consensus: preretirement planning and other retirement issues, 8-173; Relocation practices, 4-186; Time-off-with-pay practices, 1-119
Lewicki, Roy J., Organizational seduction: building commitment to organizations, 2-137
Lewin, David, Collective bargaining and the quality of work life, 2-213
Lewis, Ralph, Beyond the Peter Principle--managing successful transitions, 4-176; Mapping managerial styles, 1-70
Lichtenberg, Warren, Workforce planning methodology for support of a high technology facility modernization program, 10-217
Liden, Robert C., Effects of the social context on performance evaluations, 5-138
Liebling, Louis, Barron's how to prepare for civil service examinations, 2-196
Liebman, Lance, Public duties: the moral obligations of government officials, 3-75
Liebowitz, Bernard, Employee assistance programs as an employee benefit and as risk management, 10-58
Liebowitz, S. Jay, Application of team building, 5-202
Liggio, Carl D., Increasing productivity in the law office, 10-163
Lightkep, Paul J., Solving attendance problems, 10-1
Likert, Rensis, System 4: a resource for improving public administration, 2-66
Lim, Howard, A Japanese agenda for management development, 9-76
Lindell, Michael K., Training/job fit and worker satisfaction, 1-108
Linder, Stephen H., Perceptions of the policy-making environment: cognitive differences among administrators in five Federal agencies, 8-75
Lindroth, Joan, How to beat the coming labor shortage, 6-105; Inflation, taxes and perks: how compensation is changing, 1-79
Lindsey, Fred, Employe benefits' bigger bite, 1-27; Employee benefits historical data 1951-1979, 5-19
Linenberger, Patricia, Sexual harassment: the employer's legal obligations, 2-35
Lippert, Fred G., Jumping communications hurdles, 10-189; Pre-preparation for training, 10-201
Lippitt, Gordon L., Developing HRD and OD: the profession and the professional—a dialogue with Gordon L. Lippitt, 3-216; Managing conflict in today's organizations, 8-136
Lippitt, Ronald, The changing leader-follower relations of the 1980s, 11-85
Lipton, Mark, Stress and the specter of the law, 3-65
List, Charles E., Behavior modeling, 4-222
Littlejohn, Robert F., Team management: a how-to approach to improved productivity, higher morale, and longer lasting job satisfaction, 2-82
Litvak, Lawrence, Pension funds & economic renewal, 4-190
Livernash, E. Robert, Human resources management, 11-112
Locke, Edwin A., Ideas of Frederick W. Taylor: an evaluation, 3-142; Perceived determinants of high and low productivity in three occupational groups: a critical incident study, 2-172; Study of upward influence in organizations, 9-88
Loevi, Francis J., Jr., Arbitration and the Federal sector advocate; a practical guide, 11-80
Logan, Alexander G., Comparison of community and occupationally provided antihypertensive care, 12-31
Lohr, Steve, New in Japan: the manless factory, 1-160
London, Manuel, Capturing rater policies in evaluating candidates for promotion, 2-76; Management promotions: individual and organizational factors influencing the decision process, 1-163; Managing careers, 7-1; Organization and rater differences in performance appraisals, 11-111
Long, Marion C., State alternative work schedule manual, 9-83
Long, Richard J., Worker ownership and job attitudes: a field study, 8-143

Longenecker, Justin G., Ethics of MBO, 6-135

Longhini, Gregory, Preparing for employee layoffs, 1-168

Longton, Peter A., Mutual perception of managerial performance and style in multinational subsidiaries, 2-71; Some evidence for an international managerial culture, 8-59

Loomis, Carol J., Madness of executive compensation, 8-79

Lopez, Elsa M., Test of the self-consistency theory of the job performance-job satisfaction relationship, 7-127

Lopez, Felix M., Toward a better system of human resource planning, 3-228

Lord, Robert G., Control systems conceptualization of the goal-setting and changing process, 11-92; Schematic information processing and perceptions of leadership in problem-solving groups, 10-118

Lorusso, Robert M., Theory Z turnaround of a public agency, 4-13

Louis, Meryl R., Managing career transition: a missing link in career development, 7-2

Louis Harris and Associates, Inc., Families at work; strengths and strains, a survey, 10-205

Lovell, Malcolm R., Jr., New directions for OFCCP, 2-48

Lovler, Ronnie, Room at the top of Foggy Bottom? 8-52

Low, Stuart A., Wage impact of job search, 5-94

Lowden, Janet, A bureaucrat who made a difference--for the better, 1-122

Lowell, Richard S., Equal employment opportunity: are you overlooking the application form? 10-10

Lowman, Robert P., Women and minorities in psychology: funding and human resources, 2-174

Lubar, Robert, Why unemployment will hang high, 7-129

Lublin, Joann S., Feeling the ax; holidays will be bleak for thousands getting pink slips from U.S., 1-169; Women hard-hats losing ground as slump, budget cuts take toll, 5-207

Ludenia, Krista, Time-in-grade and upward mobility, 11-46

Lundin, Stephen, Case for the independent consultant, 4-31

Lundstrom, William J., An examination of the effects and countereffects of an organizational change effort, 10-16

Lunneborg, Patricia W., Role model influencers of nontraditional professional women, 7-191

Lusterman, Seymour, Managerial competence: the public affairs aspect, 8-88

Lustman, Patrick, Biofeedback; a new strategy for coping with stress, 3-65

Luthans, Fred, Effects of MBO on performance and satisfaction in a public sector organizaton, 4-132; Idiographic approach to organizational behavior research: the use of single case experimental designs and direct measures, 10-98; Organizational behavior modification: a way to bridge the gap between academic research and real world application, 12-75

Lynch, Dudley, Brain strategies: applications for change and innovation, 10-51

Lyness, Karen S., A comparision of holistic and decomposed judgment strategies in a performance rating simulation, 3-166

M

Maas, Joe, Merit pay--potentials and pitfalls; SBA's experience, 1-28

McAdams, T. D., Communications in a manufacturing environment: a supervisor's perspective, 2-16

McAfee, R. Bruce, Evaluating an organization's disciplinary system, 2-30; Using performance appraisals to enhance training programs, 12-179

McCabe, Douglas M., Problems in Federal sector labor-management relations under Title VII of the Civil Service Reform Act of 1978, 10-114; Strategy and tactics: military analogies for human resources managers, 1-68

McCalla, Douglas B., Management information systems and organizational behavior, 3-139

McCarthy, Eugene M., Merit pay systems design, October 1981, 2-24

McCarthy, Maureen E., Work sharing case studies, 4-91

McClure, Charles R., Strategies for library administration, 7-152

Maccoby, Michael, The leader; a new face for American management, 1-69

McCollum, James K., Politics and labor relations in Virginia: the defeat of public sector unionism, 3-126

McCosh, Andrew M., Developing managerial information systems, 10-122
McCoy, Sally, Organizational development in a social service agency, 1-7
McCroskey, Jacquelyn, Work and families: what is the employer's responsibility? 3-29
McCulloch, Kenneth J., Selecting employees safely under the law, 1-5
McCune, Joseph T., The relationship between job attitudes and the decision to retire, 2-185
McCurdy, Howard E., RIFs fall unevenly in Federal agencies, 4-184
McDermott, Lynda C., The "productivity bandwagon"--the hottest game in town? 9-10
McDermott, Virginia, Continuing personnel challenge; roundtable report, 7-174
McDonagh, Thomas J., Physician as a manager, 4-87
McDonald, Bill, Job satisfaction and life satisfaction, 6-100
Macdonald, Charles R., MBO can work! how to manage by contract, 4-129; Performance based supervisory development adapted from a major AT&T study, 11-149
Macdonald, Joyce, Concept for management, 2-141
McDougle, Larry G., Orientation of new employees, 5-132; Teaching hints for training instructors, 1-199
Mace, Douglas J., Prevention and remediation of human input errors in ADP operations, 8-39
McElhone, Alice P., Training prescription: take the awe out of automation, 9-168
McElroy, James C., A typology of attribution leadership research, 10-116
McFadden, Hope, Counselor's role in reducing teacher stress, 11-41
McFee, Thomas S., From MBO to MBR, 10-75
McFeeley, Neil D., Patronage, the public service and the courts, 1-11
McFillen, James M., Applied readings in personnel and human resource management, 5-142
McGeveran, William A., Jr., Meditation at the telephone company, 3-62
McGonagle, John J., Jr., Managing the consultant; a corporate guide, 2-28
McGowan, Robert P., Productivity and performance indicators in state human service agencies, 5-159
McGregor, Eugene B., Jr., Institution of public service, 10-24; Public service as institution: the conversation continued, 10-24
Machovec, Frank M., Fear makes the world go 'round: the 'dark' side of management, 2-92
McIlwee, Judith S., Work satisfaction among women in nontraditional occupations, 11-75
McIntyre, Douglas I., Protecting public employees and employers from sexual harassment, 11-39
McKee, Kathryn D., Continuing personnel challenge; roundtable report, 7-174
McKendrick, Joseph, Office of 1990: human resources, 4-163; Temporary help; profile of a growing industry, 3-103; Temporary help report: staffing the automated office, 8-95
Mackenzie, G. Calvin, House at work, 5-144
McKersie, Robert B., U.S. industrial relations 1950-1980: a critical assessment, 4-122
McKinney, T. Charles, Employee relations, religion and the Constitution, 1-56
McLaughlin, David J., Fifth annual Hay report on executive compensation, 3-85 Reinforcing corporate strategy through executive compensation, 1-80
McLean, Robert A., Union-nonunion wage differentials: a replication and extension, 8-26
McLennan, Barbara N., Sex discrimination in employment and possible liabilities of labor unions: implications of *County of Washington v. Gunther*, 3-70
McMahon, James, It pays to remember names, 6-209; Managing your time puts you in control, 6-130
McMa[illegible], J. Timothy, Effects of goal setting, external feedback, and self-generated feedback on outcome variables, 7-154
McMillen, Joseph A., Making it in Japan, 5-147
McMullen, Sylvia L., Why Texans love teleconferencing, 4-226
McNamara, J. Regis, A multilevel evaluation of interpersonal skill training in a Federal agency, 9-167
McPhillips, Scott, Our computers are loafing, 7-224
McQuaid, Sara J., Role of subjective culture in organizations, 12-103
McSpedon, Joseph H., Standards to avoid employer retaliation charges, 3-71
Macy, John W., Jr., Future of the institution, 10-24; Quiet pension "crisis," 6-197

Magoon, Thomas M., Goal attainment scaling models for assessing group counseling, 3-46
Maguire, Daniel C., New American justice; ending the white male monopolies, 1-57
Mahler, Walter R., Management succession planning: new approaches for the 80's, 5-55
Mahoney, Francis X., Team development, part 1: what is TD? why use it?, 1-197; Team development, part 2: how to select the appropriate TD approach, 2-197; Team development, part 3: communication meetings, 4-207; [Team development, part 4 and 5], 8-190; Team development, part 6: variations of procedure meetings, 10-197; Team development, part 7: its role at the workplace, 12-169
Mahoney, Thomas A., Compensation and reward perspectives, 6-22
Maier, Norman R., Psychology in industrial organizations, 8-154
Main, Jeremy, Executive yearn to learn, 6-82; Hard times catch up with executives, 10-74; Work won't be the same again, 7-227
Mallan, Lucy B., Labor force participation, work experience, and the pay gap between men and women, 10-43
Mallory, W. J., Task-analytic approach to specifying tech training needs, 11-160
Malone, William K., Aeronautical System Division's Merit Promotion Appraisal System: an analysis and review, 9-143
Maloney, Lawrence D., Why the nation is saying "No" to moving around, 9-153
Mangham, Iain, Exploring participation, 2-138
Mangum, Stephen L., Recruitment and job search: the recruitment tactics of employers, 9-8
Mangum, William T., What mortage rates are doing to executive mobility, 4-187
Mankin, Don, The office of the future: prison or paradise? 7-149
Mann, Robert W., Employee assessment methods assessed, 2-3
Mann, Thomas E., The new Congress, 1-164
Manners, George E., Jr., Following the leader: how to link management style to subordinate personalities, 12-95
Manning, Frank V., Managerial dilemmas and executive growth, 5-62
Mans, Thomas C., Law, politics, and decision: the administrative law judge and regulatory adjudication, 5-68
Manz, Charles C., Conversations within self-managed work groups, 10-139; Modeling influences on employee behavior, 3-219; Potential for "groupthink" in autonomous work groups, 11-66
March, James G., Footnotes to organizational change, 1-8
Marchand, Donald A., Information management in public administration: an introduction and resource guide to government in the information age, 9-147
Marchione, Anthony R., Managing the unpredictable...a rational plan for coping with change, 4-15
Marcus, Eric H., Decision-making styles, 9-107
Margerison, Charles, How to assess your managerial style, 5-63; Mapping managerial styles, 1-70
Markham, Steven E., Absenteeism control methods: a survey of practices and results, 9-1; Female vs. male absence rates, 8-2; On the use of shift as an independent variable in absenteeism research, 11-1
Markos, Val H., Long-range impact of "fair selection" standards on minority employment, 4-51
Marks, Mitchell L., Wage guidelines: impact on job attitudes and behavior, 1-109
Marques, Todd E., Measuring the importance of cues in policy capturing, 11-9
Marshall, Ann E., Recruiting alumni on college campuses, 6-4
Marshall, Herbert A., Effects of self-set, participatively set and assigned goals on the performance of government employees, 8-161
Marshall, James, Experimenting with OD, 9-10
Marshall, Thomas R., Use and misuse of consulting services, 6-36
Marsicano, Hazel E., Role of mentors in developing careers; do women need mentors? 4-8
Marston, Stephen T., Effects of unemployment benefits paid to voluntary job leavers, 12-93
Martel, Pierre, A model of total compensation in a market comparability framework, 9-25
Martell, Charles, Improving the effectiveness of libraries through improvements in the quality of working life, 2-100
Marth, Del, Why unions lose at many companies, 9-98
Martin, Alexia, Human connection: a strategy for making automation work, 4-38
Martin, Carmen, Do behavioral observation scales measure observation? 12-114
Martin, Gail M., Retailing: careers in the department store industry, 4-139
Martin, Howard, Misfit as a personnel problem, 5-195

Martin, Michel, Misfit as a personnel problem, 5-195
Martin, Thomas N., Path analytic model of human capital and organizational job characteristics on female job satisfaction, 1-110
Martinko, Mark J., Learned helplessness: an alternative explanation for performance deficits, 6-137; Organizational behavior modification: a way to bridge the gap between academic research and real world application, 12-75
Marutello, Frank, The semantic definition of a profession, 5-169
Marx, Robert D., Relapse prevention for managerial training: a model for maintenance of behavior change, 10-86
Marzotto, Toni, Controlling the U.S. Federal bureaucracy: will SES make a difference? 10-23; Firing the unproductive employee: will civil service reform make a difference? 7-16
Masatsugu, Mitsuyuki, Modern samurai society; duty and dependence in contemporary Japan, 8-76
Massachusetts Municipal Associaton, Massachusetts directory of women elected municipal officials, 7-71
Massen, Sharon, Thwarting workplace dangers, 4-193
Mathys, Nicholas, A survey of the human resource information systems (HRIS) of major companies, 10-152
Matsui, Tamao, Influence of achievement need on goal setting, performance, and feedback effectiveness, 12-99
Matsuno, Soichi, Japanese boss, American employees, 12-107
Matteson, Michael T., How, what and why of stress management training, 12-32; Management classics, 5-115; Occupational stress, Type A behavior, and physical well being, 7-58
Matthews, Mindy A., Productivity/QWL 3, 5-157
Matula, Richard A., Effects of visual display units on the eyes: a bibliography (1972-1980), 1-48
Mauro, Martin J., Strikes as a result of imperfect information, 9-96
May, Bess R., What every supervisor should know about teen-aged workers, 5-218; What every supervisor should know about women (and the law), 11-201
May, John, If you lose your job--ways to survive, 10-173; RIF survival handbook, 6-189
Maynard, William, Seminars for success, 11-158
Meek, Carol L., A practical view of outplacement counseling, 9-34
Meek, Christopher, Employee ownership and industrial relations: the Rath case, 7-166
Meeker, Shirley M., Theory Y: another look, 6-120
Meese, Edwin, Address to FEIAA, 9-53
Megginson, Leon C., Personnel management: a human resources approach, 6-162
Meier, Thomas K., Beyond orientation: assimilating new employees, 10-132
Meir, Elchanan I., Congruence and consistency derived from the circular and the hierarchical models as predictors of occupational choice satisfaction, 7-124
Melcher, Bonita H., Personality and the preference for modes of conflict resolution, 10-97
Meleski, Edie R., On the San Francisco Zephyr: employee involvement at Amtrak boosts morale and service, 7-167
Mellor, Earl F., Usual weekly earnings: another look at intergroup differences and basic trends, 6-18
Meltzer, H., Making organizations humane and productive, 4-164
Meltzer, Morton F., Information: the ultimate management resource: how to find, use, and manage it, 2-127
Mendoza, Jorge L., A comparison of techniques which test for job differences, 3-114
Mercer, James L., Public technology; key to improved government productivity, 1-161
Meredith, Paul H., Creating and using a model to monitor managerial talent, 5-54; Monitoring the flow of managerial talent: creating and using a model, 10-77
Merrifield, Philip, Measuring human abilities, 8-187
Merrill, David W., Personal styles and effective performance, 4-98
Merz, C. Mike, Toward a code of ethics for management accountants, 11-51
Messer, A. Lee, III, Management circles--an idea whose time has come, 2-142
Metcalfe, Beverly M., Leadership: extrapolating from theory and research to practical skills training, 10-117
Metz, Edmund J., Diagnosing readiness, 2-143; Verteam circle, 2-144
Metzger, Norman, How to administer the grievance procedure, 7-98
Meyer, Alan D., How ideologies supplant formal structures and shape responses to environments, 8-138

Meyer, Gordon, Organization development: a closer scrutiny, 7-8
Meyer, Jack, An analysis of Federal pay, 10-44
Meyer, John H., Supervisor as counselor 5-196
Meyer, Marshall W., "Bureaucratic" versus "profit" organization, 10-131
Meyer, Mary C., Sexual harassment, 8-40
Meyer, Mitchell, Profile of employee benefits, 6-16
Meyer, Teresa C., Supervisor as counselor, 5-196
Mezoff, Bob, Cognitive style and interpersonal behavior; a review with implications for human relations training, 9-167
Michael, Stephen R., Organizational change techniques: their present, their future, 10-17; Techniques of organizational change, 1-10
Michaels, Charles E., Causes of employee turnover: a test of the Mobley, Griffeth, Hand, and Meglino model, 4-124
Michels, Dia L., Bringing the future into your office: a guide to computer shopping, 7-149
Middlebrook, Bill, Performance appraisals: much more than a once-a-year task, 11-106
Milbrath, Mona A., Professional accreditation training programs: an overlooked resource? 7-220
Milkovich, George T., Model of intraorganizational mobility, 1-123; Pay discrimination: legal issues and implications for research, 12-40; Symposium introduction, 12-40
Miller, Christopher S., Evaluating the older worker, 5-127
Miller, Danny, Evolution and revolution: a quantum view of structural change in organizations, 8-137; Top executive locus of control and its relationship to strategy-making, structure, and environment, 7-81
Miller, Gerald V., Co-training, 11-165
Miller, Gifford W., Ethical conduct and behavior of public executives compared to that of corporate executives, 5-53
Miller, Grace L., Stress management: an assessment questionnaire for evaluating interventions and comparing groups, 12-33
Miller, Jan, Government lawyers -- employees "at risk," 5-176
Miller, Kenneth J., Corrections for restriction of range and attenuation in criterion-related validation studies, 12-166
Miller, Leo, Giving a helping hand with personal problems, 3-45
Miller, Marc E., What the doctors say about stress, 1-83
Miller, Ronald L., Worker privacy and collective bargaining, 5-84
Miller, Sylvia, Consistency in interorganizational labour turnover, 11-82
Miller, Tim, Coming job crunch, 7-130
Mills, D. Quinn, U.S. industrial relations 1950-1980: a critical assessment, 4-122
Mills, Peter K., Relationships among self-supervision, structure, and technology in professional service organizations, 7-192
Milward, H. Brinton, Interorganizational policy systems and research on public organizations, 4-179
Min, Sophia S., Senior executive service, 1-62
Miner, John B., Can organizational design make up for motivational decline? 3-83; Decline and stabilization of managerial motivation over a 20-year period, 7-82; Uncertain future of the leadership concept: revisions and clarifications, 11-85
Mintzberg, Henry, Structuring of organizations: a synthesis of the research, 6-143
Mirvis, Philip H., Wage guidelines: impact on job attitudes and behavior, 1-109
Missiakoulis, Spyros, Investigating labour turnover and wastage using the logit technique, 8-116
Mitchel, James O., The effect of intentions, tenure, personal, and organizational variables on managerial turnover, 2-118
Mitchell, Robert B., Exploring operator satisfaction, 6-101
Mitchell, Terence R., Effects of job experience on supervisor attributions for a subordinate's poor performance, 7-172; Effects of outcome knowledge and content on supervisors' judgments, 3-167; Effects of the social context on performance evaluations, 5-138; Motivation: new directions for theory, research, and practice, 3-151; People in organizations: an introduction to organizational behavior, 9-85

Mitchell, Terry W., Is it rational to be empirical? a test of methods for scoring biographical data, 10-11
Moberg, Dennis J., Job enrichment through symbol management, 4-105
Mobley, William H., Employee turnover: causes, consequences, and control, 7-143; Some unanswered questions in turnover and withdrawal research, 3-135
Moch, Michael, Life on the line, 9-86
Mock, James E., Black political executives and black political interests: 1961-1980, 7-83
Modic, Stanley J., Paid-days-off syndrome, 4-125
Moeller, Benton G., What ever happened to the Federal personnel system? 5-146
Moine, Donald J., To trust, perchance to buy, 9-118
Monaghan, John O., Environmental issues scanning: starting a self-sustaining research program, 10-218
Mondanaro, Josette, Treatment services for drug dependent women, 2-211
Mondy, Wayne R., Looking beyond individual productivity, 12-134
Montana, Patrick J., Pre-retirement counseling: three corporate case studies, 9-157
Montanari, John R., Compensation program: balancing organizational and employee needs, 6-20
Montross, David H., Career development in the 1980s: theory and practice, 11-6
Mooney, Marta, Organizing for productivity management, 7-96
Moore, Brian E., Sharing the gains of productivity, 6-35
Moore, John M., Employee relocation: expanded responsibilities for the personnel department, 1-173; Relocation policy update: innovations and changes for the '80s, 1-174
Moore, Mark H., Public duties: the moral obligations of government officials, 3-75
Moore, Roy N., Picking the right person for your mentor, 9-71
Moore, Rusti C., What behavior modeling is all about and how it works, 9-183
Moorhead, Gregory, Perceived task characteristics and employee performance: a literature review, 1-106
Moracco, John C., Counselor's role in reducing teacher stress, 11-41
Moran, William B., Discharge rights of attorneys in the excepted service, 3-190; Reductions in force: a RIF primer, 9-152
Moravec, Milan, A cost-effective career planning program requires a strategy, 2-2
Morgan, David R., Reputation and productivity among U.S. public administration and public affairs programs, 2-177
Morgan, Gareth, Leadership: the management of meaning, 11-85
Morgan, Howard R., How Honeywell wrung the most from telephone sales, 2-200
Morgan, James E., Jr., Administrative and supervisory management, 4-127
Morgenstern, Felice, Some reflections on legal liability as a factor in the promotion of occupational safety and health, 10-104
Morin, William J., Outplacement techniques; a positive approach to terminating employees, 11-132
Morishima, James, Special employment issues for Asian Americans, 3-148
Morris, J. David, Sex discrimination in employment, 5-208
Morris, J. Stephen, Dealing with the career in crisis, 8-34
Morris, Joseph A., Supreme Court defines immunities of Federal officials, 11-52
Morrison, Glenn, Enabling the disabled, 9-80; Managing and employing the handicapped, 4-82
Morrison, Malcolm H., Economics of aging, 6-195
Morrison, Peggy, High technology, rapid change, and world competition in the eighties: the place for OD, 4-14
Morrow, Paula C., Explorations in macro communication behaviour: the effects of organizational feedback on organizational effectiveness, 12-105; Retirement planning programs, 5-185
Morse, Gary A., Drugs at work: looking for the obvious, 10-59
Morse, Robert J., Executives' pay goes up, up and away, 7-88
Mosher, Alice C., Pro-con analysis of H.R. 4717, a bill relating to Federal personnel ceilings and contracting activities, 12-126
Moskal, Brian S., Corporate responsibility: putting your act together, 9-67; Employee ratings: objective or objectionable? 4-153
Moskowitz, Debra, A legal look at performance appraisal, 3-168
Moss, Stephen, A systems approach to productivity, 10-164
Motamedi, Kurt, Extending the concept of creativity, 11-32

Motowidlo, Stephan J., Relationship between self-rated performance and pay satisfaction among sales representatives, 7-28
Mourant, Ronald R., Visual fatigue and cathode ray tube display terminals, 1-48
Mouton, Jane S., Comparative analysis of situationalism and 9,9 management by principle, 7-145; Grid principles versus situationalism: a final note, 9-106; How to choose a leadership style, 9-103; Management by Grid principles or situationalism, 4-59; Theory and research for developing a science of leadership, 11-85
Much, Marilyn, Anatomy of an executive search, 8-83; Social security: who pays for the cure? 12-149
Muchinsky, Paul M., Transsituational variability in human performance within assessment centers, 11-5
Muhs, William F., Fear of success and women employees, 9-187
Muller, Paul J., Inter-city cost of living versus salary differentials, 3-86
Mullins, Terry W., Interviewer decisions as a function of applicant race, applicant quality and interviewer prejudice, 5-83
Mumford, Alan, Making experience pay; management success through effective learning, 12-58
Munchus, George, III, Some significant first-year decisions issued by the Merit Systems Protection Board, 8-13
Mundt, James W., What you should know about stress, 3-65
Munis, Peter, Counseling the marginal performer, 7-48
Murphy, Kevin R., Difficulties in the statistical control of halo, 7-171; Do behavioral observation scales measure observation? 12-114; Measuring the importance of cues in policy capturing, 11-9; Relationship between observational accuracy and accuracy in evaluating performance, 7-173
Murray, Frank, Export OD? 11-159
Murray, Michael A., Background, personality, job characteristics, and satisfaction with work in a national sample, 5-89
Murray, Rod, Tort liability hinders Federal management, 2-7
Murray, William E., Potential health hazards of video display terminals, 5-41; Radiation and industrial hygiene survey of video display terminal operations, 1-48
Muse, Donald N., Medicare and medicaid data book, 7-117
Musell, Mark, Cost of potential layoffs under the administration's Federal employment reduction program, 4-185
Musgrave, Constance S., Time-in-grade and upward mobility, 11-46
Musser, Steven J., Model for predicting the choice of conflict management strategies by subordinates in high-stakes conflicts, 5-82
Mutari, Ellen, Equal pay for work of comparable value, 6-23
Myers, Donald W., Testing Rogers' humanistic theory for manager creativity, 6-40; Turning down a suggestion without turning off the suggester, 10-101
Myers, M. Scott, Every employee a manager, 1-107
Myers, Robert J., Social security, 1-176; Why do people retire from work early? 11-139

N

Nadler, David A., Managing organizational change, 1-9; Managing transitions to uncertain future states, 10-18
Nadler, Gerald, Planning and design approach, 5-116
Nadler, Leonard, China: an HRD study tour, 9-169; Designing training programs: the critical events model, 12-180
Nadler, Zeace, China: an HRD study tour, 9-169
Nagel, Stuart, Doing better with less: optimum choice analysis, 10-123; Policy studies field within the public administration/political science profession, 5-169
Narayanan, V. K., Field test of some attitudinal and behavioral consequences of flexitime, 7-105; Hierarchical level and the impact of flextime, 8-96
Nardoni, Ren, Personnel office of the future is available today, 4-167
Nath, Raghu, Field test of some attitudinal and behavioral consequences of flexitime, 7-105; Hierarchical level and the impact of flextime, 8-96
Nathanson, Leslie, Small group problem solving, 5-74

National Academy of Arbitrators, Arbitration issues for the 1980s, 8-110
National Academy of Public Administration, Civil service reform 1978-1981; a progress report by a panel of the National Academy of Public Administration, 2-8; Facilitating the use of Federally sponsored public management research by state and local government officials, 10-172; Protection of merit under the Civil Service Reform Act of 1978, 5-13; Review of the Philadelphia civil service system: design for accountability; report of a panel of the National Academy of Public Administration, 10-21; Senior Executive Service; an interim report of the Panel of the National Academy of Public Administration on the Public Service, 2-57
National Academy of Sciences, Six-month interim report by the Committee of the Institute of Medicine for a Study of Nursing and Nursing Education, 6-93; Travel impacts of TSM actions, 2-209
National Association of State Retirement Administrators, Survey of state retirement systems, 1-177
National Association of Suggestion Systems, Annual statistical report/1981, 9-89; Membership directory, 1982, 9-90
National Clearinghouse for Public Productivity, Final report for July 1, 1980-September 30, 1980 of the National Clearinghouse for Public Productivity, 10-165
National Conference on Business Ethics, 3rd, Bentley College, 1979, The work ethic in business; proceedings, 3-227
National Research Council, Ability testing: uses, consequences, and controversies, 3-208; Procedures for testing color vision, 7-59; Science, engineering, and humanities doctorates in the United States, 11-145
National Society of Professional Engineers, Professional engineer income and salary survey, 1982, 8-25
National Urban League, State of black America 1982, 6-136
Naval Underwater Systems Center, Career path catalog: a guide to career planning for NUSC employees, 7-3
Neal, James E., Jr., Effective phrases for performance appraisals, 5-139
Neale, Margaret A., Improving negotiation effectiveness under final offer arbitration, 12-135
Neff, Leslie A., Safety through consensus, 4-194
Neher, William R., How computers can help adults overcome the fear of learning, 4-227
Nehrbass, Richard G., The myths of industrial democracy, 10-137
Neider, Linda L., Training effectiveness: changing attitudes, 2-207
Neigenfind, Jackson L., Position accuracy certification, 11-119
Nelson, Andre, How 'bout a little pat on the back? 8-128
Nelson, Michael, Short, ironic history of American national bureaucracy, 11-13
Neuse, Steven M., Bureaucratic malaise in the modern spy novel: Deighton, Greene and LeCarre, 12-139
New Hampshire Advisory Committee to the U.S. Commission on Civil Rights, Sexual harassment on the job; a guide for employers, 12-21
New York (State), Division of State Police, New York State Trooper Job Element Examination, 4-201
New York (State), Public Employment Relations Board, First 1982 report covering firefighting personnel of paid fire departments in New York State, 9-26; First 1982 report covering police personnel salaries in New York State, 9-27; Report of salaries for firefighting personnel of paid fire departments in New York State, 1981, 6-24; Report of salaries for police personnel in New York State, 1981, 6-25
Newman, Jerry, Evaluating employment outcomes: availability models and measures, 12-40
Newman, Winn, Proceedings of the 34th annual meeting of the Industrial Relations Research Association, 8-23
Newstrom, John W., Job context satisfaction and job design: a conceptual perspective, 10-108; Triple perceptions of the trainer: strategies for change, 12-181
Nicholas, John M., Comparative impact of organization development interventions on hard criteria measures, 11-11
Nichols, Maury, Distinguishing between education and training--and selling them both, 6-212
Nicholson, Nigel, The meanings of absence: new strategies for theory and research, 10-131
Niehaus, Richard J., Labor market analysis for equal employment opportunity (EEO) planning, 7-64

Niehoff, Marilee S., Needs assessment as step one toward enhancing productivity, 9-193
Niehouse, Oliver L., Burnout: a real threat to human resources managers, 1-84
Nieva, Veronica F., Women and work: a psychological perspective, 7-225
Niewenhous, Martha A., Executive resources management; roles and functions, 5-57
Nightingale, Donald V., Participation in decision-making: an examination of style and structure and their effects on member outcomes, 2-191
Nigro, Felix, Civil service reform in the United States, 9-17
Nigro, Lloyd G., CSRA performance appraisals and merit pay: growing uncertainty in the Federal work force, 10-145
Nirenberg, John, Constraints to effective motivation, 1-126
Nishiyama, Kazuo, Japanese quality control circles, 6-149
Noll, Ronald L., "U.S. production: an affective approach to worker motivation," 3-152
Nollen, Stanley D., New work schedules in practice; managing time in a changing society, 1-101
Noller, Ruth B., Mentoring: a renaissance of apprenticeship, 9-184
Nord, Walter R., Making organizations humane and productive, 4-164
Nordlund, John V., Antipathies of organized labor, 7-138
Northrop, Alana, Management of information systems, 1-41
Northrup, Herbert R., Codetermination: wave of the future? 1-139; Employee relations and regulations in the '80s, 5-103
Northrup, James P., Old age, handicapped, and Vietnam-era antidiscrimination legislation, 4-52
Norton, Steven D., Assessment center and content validity, 1-3; Performance appraisal advice for the new supervisor, 8-148
Notz, William W., Pre- and post-intervention effects of conventional versus final offer arbitration, 2-112
Novak, Michael A., Effects of leader-member exchange and job design on productivity and satisfaction: testing a dual attachment model, 8-159
Novick, Melvin R., Burden of proof/burden of remedy, 1-58
Novit, Mitchell S., Employer liability for employee misconduct, 4-43; Negative references and legal liability, 12-1; Physical examinations and company liability: a legal update, 3-63
Nowlin, William A., Do you have thieves on your payroll? 12-22; Factors that motivate public and private sector managers, 11-56
Noyes, Margaret C., Analysis of proposals to mandate cafeteria style health benefit plans for health care cost containment, 8-99
Nugent, William A., Performance test objectivity: a comparision of rater accuracy and reliability using three observation forms, 9-165
Nurick, Aaron J., Participation in organizational change: a longitudinal field study, 8-9

O

Oades, Diane, Human resource audit: an instrument for change, 6-160
Oberwise, Robert A., U.S. production: an affective approach to worker motivation, 3-152
O'Brien, Gordon E., Relative contribution of perceived skill-utilization and other percieved job attributes to the prediction of job satisfaction, 6-102
Ochsner, Robert C., Sixth annual Hay report on executive compensation, 12-47
O'Connell, Agnes N., Career and personal identity synthesis in professional men and women, 12-136
O'Connor, Edward J., Job design task attributes, 4-103; Moderating effect of situational control of performance variance on the relationship betwen individual differences and performance, 11-151
O'Connor, Thomas, Right way to employ consultants and experts, 11-27
Odewahn, Charles A., Women entering management: differences in perceptions of factors influencing integration, 9-56
O'Donnell, Robert J., A systems approach to OD, 9-10
O'Farrell, Brigid, After the pioneers; prospects for women in nontraditional blue-collar jobs, 11-170

O'Flaherty, Harold, Every tub has got to sit on its own bottom, 1-95
Oganesoff, Barbara, Women in the military, 4-231
Ogden, S. G., Reform of collective bargaining: a managerial revolution? 1-116
Ogden, Warren C., Here's how to formulate a labor relations policy, 3-122
O'Hara, Dennis J., Biofeedback; a new strategy for coping with stress, 3-65
Ohta, Hiroshi, Qualification of inspectors for subjective testing by constellation graph, 1-48
Okada, Akinori, Influence of achievement need on goal setting, performance, and feedback effectiveness, 12-99
O'Keefe, Robert D., Innovative attitudes, values, and intentions in organizations, 8-8
Oldham, Greg R., The selection and consequences of job comparisons, 3-119
Olian, Judy D., Controversy over PACE: an examination of the evidence and implications of the Luevano consent decree for employment testing, 11-150
Olivas, Louis, Analysis of the effectiveness of a management training program, 9-73; Organization as teacher; getting behind the employee, 3-213
Oliver, Bob, Resolving performance problems, 2-192
Oliver, Donna, Men and women at work: similarities and differences in work values within occupational groupings, 9-194
Oliver, John E., The essence of leadership, 9-108
Oliver, Robert, Career unrest: a source of creativity, 5-90
Olmstead, Joseph A., Management and supervisory training: a review and annotated bibliography, 2-79; On-the-job training and social learning theory: a literature review, 5-203
Olmsted, Barney, Job sharing: analyzing the cost, 5-79
Olney, Robert J., How employers view resumes, 5-95
Olsen, Marie, Implementing a successful suggestion system, 9-91
Olson, Craig A., Strikes and strike penalties in the public sector, 6-116
Olson, Lawrence, 'Dynamic labor shortage' in the offing, 11-78
Olson, Richard F., Performance appraisal: a guide to greater productivity, 4-154
Olsten, William, Secretaries and the new technology, 12-100
O'Malley, Grace, A woman's yellow pages; 570+ organisations concerned with women's issues, 2-212
O'Malley, Ian K., Paid educational leave in Australia, Canada, Ireland and the United Kingdom, 6-123
O'Mara, Francis E., The effects of managerial succession on organizational performance, 3-159
Oncken, William, Jr., Management time: who's got the monkey? 6-131
Oppenheimer, Robert J., An alternative approach to assessing management development needs, 9-77
O'Reilly, A. P., Managerial obsolescence -- causes and cures, 4-77
O'Reilly, Charles A., III, Commitment and job tenure of new employees, 1-111; Decertification process: evidence from California, 8-106; Responses to failure: the effects of choice and responsibility on impression management, 4-72; Task perceptions and job satisfaction: a question of causality, 7-123
Orentlicher, Diane F., Snepp v. United States: the CIA secrecy agreement and the first amendment, 1-44
Ornati, Oscar A., A conversation with Oscar A. Ornati, 10-158
Ornstein, Norman J., The new Congress, 1-164
Osako, Masako M., How Japanese firms cope with effects of an aging labor force on industrial productivity, 11-97
Osborn, Richard N., Organization theory, 1-136
Osborne, Karen Q., Study circles: personal and professional fulfillment for employees, 9-185
Ostrander, Michael, Adverse impact from a psychometric perspective, 10-194
O'Toole, Daniel E., Experimenting with OD, 9-10; Implementing pay-for-performance: initial experience, 10-25
O'Toole, James, How to forecast your own working future, 4-236
O'Toole, Thomas, Careers with a future: where the jobs will be in the 1990s, 7-159; Encounters with the future; a forecast of life into the 21st century, 10-128
Otte, Fred L., Career development: the ultimate incentive, 7-155; Creating successful career development programs, 9-4
Outerbridge, Alice N., The development of generalizable work behavior categories for a synthetic validity model, 2-98

Over, Ray, Research productivity and impact of male and female psychologists, 4-232
Overly, Jim, The mid-level course as seen by 1 of the 52 alumni, 4-205
Owens, Debra, Quality circles and...quality of work life, 1-138
Owens, William A., Toward a classification of persons, 7-180
Oxfeld, Eric J., Putting 'work' back into workers' compensation, 1-53
Ozawa, Terutomo, Employees identify with company; participate in decision making, 2-168
Ozely, Lee M., Quality of work life; initiating successful efforts in labor-management organizations, 9-193

P

Panell, Robert C., Performance test objectivity: a comparison of rater accuracy and reliability using three observation forms, 9-165
Paoli, Chantal, Women workers and maternity, 4-233
Paolillo, Joseph G., Manager's self assessments of managerial roles, 4-73; R & D subsystem climate as a function of personal and organizational factors, 10-130
Parasuraman, Saroj, Predicting turnover intentions and turnover behavior: a multivariate analysis, 9-102
Paritzky, Richard S., Goal attainment scaling models for assessing group counseling, 3-46
Parker, Chris, Beyond the Peter Principle—managing successful transitions, 4-176
Parker, J. A., EEOC bureaucrats foster a 'new racism' in U.S., 10-191
Parkin, Ernest J., Jr., How to set up a language training department, 9-178
Parnes, Jules, How to design a computer terminal operations course, 6-213
Parnes, Sidney J., Magic of your mind, 5-30
Parry, Glenys, Paid employment and women's psychological well-being, 9-189
Pascarella, Perry, Quality circles; just another management headache? 8-144
Pasmore, William, Action-research program for increasing employee involvement in problem solving, 11-104; Overcoming the roadblocks in work-restructuring efforts, 7-122
Patchin, Robert I., Stairway to the stars, 4-147
Pati, Gopal C., Enabling the disabled, 9-80; Managing and employing the handicapped, 4-82
Patten, Thomas H., Jr., Human resource management and the energy crisis: an ostrich posture? 2-156; Organizational development through teambuilding, 4-130; Pay cuts: will employees accept them? 5-26; Productivity—toward a contemporary definition, 10-166
Patterson, Bradley H., Career administrators: what is their policy role (if any)? Who respects them (if anyone)? 6-182
Patterson, Robert W., Building commitment to organizational change, 9-10
Patton, Arch, When executives bail out to move up, 10-69
Patton, John A., Patton's complete guide to productivity improvement, 5-158
Pauly, David, Cream at the top, 6-76
Pauly, Janice T., Effect of a 14-week employee fitness program on selected physiological and psychological parameters, 7-60
Peacock, Andrew C., Professional interviewers' trait inferential structures for diverse occupational codes, 3-156
Pearce, John A., II, Problems facing first-time managers, 10-73
Pearce, Jone L., Bringing some clarity to role ambiguity research, 1-112; Effectiveness of merit pay pool management, 10-25
Pearlman, Kenneth, Assessing the economic impact of personnel programs on workforce productivity, 8-199
Pearson, Joan M., Transition into a new job, 6-144
Pearson, Michael A., Securing the small business computer, 3-49
Peat, Marwick, Mitchell & Co., Executive compensation in Washington area high technology companies, 1-81
Pedersen, Peder J., The macroeconomic strike model: a study of seventeen countries, 1948-1975, 9-96
Pedler, Mike, Innovative twists in management development, 9-74
Peer, Elizabeth, Outward Bound for execs, 12-59
Peeters, Vivian E., Differences in job motivation and satisfaction among female and male managers, 5-87
Pehrson, Gordon O., The mind of the organization, 10-120

Pelligrino, John F., Teaching stress management: meeting individual and organizational needs, 3-64
Pence, Earl C., Effects of causal explanations and sex variables on recommendations for corrective actions following employee failure, 5-191
Penn, Pat, Role of performance antecedents and consequences in work motivation, 7-156
Perham, John, Battling employee alcoholism, 7-61; Can managers be fired? 6-64; Executive givebacks, 8-80; Executive jobs: a 'down' market, 12-45; Limiting a CEO's tenure, 3-78; 'Open window' to early retirement, 11-140; Putting retirees to work, 4-143; What's wrong with management, 5-117
Perko, Christine, Decade of paralegals in the law office, 5-125
Perlman, Baron, Burnout: summary and future research, 7-62
Pernal, Michael, Performance based evaluation for administrators in colleges and universities, 9-64
Pernick, Robert, An integrated approach to human resource management, 1-149
Perrigo, Nancy A., Manpower, personnel, and training research and development in the United States Air Force, 1946-1979, 11-154
Perry, James L., Effectiveness of merit pay pool management, 10-25; Factors affecting the context for motivation in public organizations, 3-153; Organizational assessments of the Civil Service Reform Act; review of contract progress and CSRA implementation, report for FY 1980, 2-11; Organizational assessments of the effects of civil service reform; second year report for fiscal year 1981, 10-28
Perry, Kathryn S., Child care centers sponsored by employers and labor unions in the United States, 3-30
Perry, Nancy, New incentives offered to spur employee relocation, 6-192; "Recycled" engineers provide talent and technical expertise at Monsanto, 7-207
Personick, Martin E., White-collar pay levels linked to corporate work force size, 7-29
Pesci, Michael, Stress management: separating myth from reality, 2-41
Peters, Lawrence H., Moderating effect of situational control of performance variance on the relationship between individual differences and performance, 11-151
Petersen, James C., Patterns of political behavior in organizations, 10-94
Peterson, Dan, Role and function of the safety manager, 1-87
Pfeffer, Jeffrey, Power in organizations, 8-139; Unionization and income inequality, 1-29
Pfiffner, James P., Management and central controls reconsidered, 3-143
Philips, Ronald J., Public technology; key to improved government productivity, 1-161
Phillips, Beeman N., Regulation and control in psychology; implications for certification and licensure, 10-170
Phillips, James S., Schematic information processing and perceptions of leadership in problem-solving groups, 10-118
Phillips, Rebecca R., Mentor relationship: a study of mentors and proteges in business and academia, 8-162
Pickens, B. A., Discrimination in industrial employment: an investigation of race and sex bias among professionals, 8-51
Pickens, Judy E., Without bias: a guidebook for nondiscriminatory communication, 12-43
Pierce, Jon L., Job context satisfaction and job design: a conceptual perspective, 10-108; Self-report measures of job characteristics and affective responses: an examination of discriminant validity, 2-105
Pierson, David A., Becoming a union leader, 4-120
Pilla, Lou, Learning in the wild, 3-95; Temporary help report: staffing the automated office, 8-95
Pinney, Douglas L., Structuring an expatriate tax reimbursement program, 10-133
Pinsky, Sheldon, Managing stress: a model for the human resource staff, 3-66
Pinzler, Isabelle K., New Supreme Court Title VII pay equity decision: County of Washington v. Gunther, 7-24
Piso, E., Task analysis for process-control tasks: the method of Annett et al. applied, 2-97
Pitner, N. J., Administrator training, 6-83
Plake, Barbara S., Effects of item arrangement, knowledge of arrangement, test anxiety and sex on test performance, 5-198
Plant, Walter T., Sex differences in the job satisfaction of university professors, 7-128

Plantey, Alain, International civil service; law and management, 1-15
Plous, Fritz K., Jr., Flexiplace: working at home appeals to a few, 6-224
Plowden, William, The image of the public administrator: an international perspective, 4-54
Plunkett, Lorne C., Proactive manager, 11-87
Podmore, David, Women lawyers in England; the experience of inequality, 11-128
Podsakoff, Philip M., Determinants of a supervisor's use of rewards and punishments: a literature review and suggestions for further research, 3-201; Effects of schedule changes on human performance, 7-187
Polakoff, Phillip L., Technostress: old villain in new guise, 9-38
Polczynski, James J., Building a foundation of power, 12-160; Pitfalls of upward mobility, 7-211; Status symbols: signs on the road to success, 9-60
Pollock, Ted, Managing creatively, 6-71
Ponthieu, J. F., Gaining mutual independence through training, 6-210
Poole, Robert W., Jr., A green light shines for contracting-out, 2-178
Popovich, Paula, Realistic job preview as a persuasive communication, 11-83
Popp, Gary E., Fear of success and women employees, 9-187
Poppel, Harvey L., Who needs the office of the future? 12-133
Porras, Jerry I., Progress in organization development research, 9-11
Porter, Beverly F., Society membership 1980 profile, 1-186
Porter, Lyman W., Factors affecting the context for motivation in public organizations, 3-153; Functional turnover: an empirical assessment, 2-117; Organizational assessments of the effects of civil service reform; second year report for fiscal year 1981, 10-28; Organizational assessments of the Civil Service Reform Act; review of contract progress and CSRA implementation, report for FY 1980, 2-11
Porter, Margo V., When you leave, who will fill your shoes? 8-84
Posner, Barry Z., Relationships among self-supervision, structure, and technology in professional service organizations, 7-192
Post, Susan W., State alternative work schedule manual, 9-83
Potts, Paul, Project manager: technician or administrator, 2-67
Powell, Gary N., A note on sex-role identity effects on managerial aspirations, 2-68
Powell, Jon T., Listening to help the hostile employee, 1-193
Power, Patricia, For merit pay pool managers...merit pay in 1980: lessons learned, 8-29
Prediger, Dale J., Application of Strong's validity criteria to basic interest scales, 4-138
President's Committee on Employment of the Handicapped, Jobs for disabled people, 12-65
President's Council on Integrity and Efficiency, Addressing fraud, waste and abuse: a summary report of inspectors general activities, 2-36
President's Management Improvement Council, Management improvements in the Immigration and Naturalization Service, 12-98
Preston, Cynthia, Occupational stress, Type A behavior, and physical well being, 7-58
Preston, James R., The validity of the assessment center approach and related issues, 9-2
Prewitt, Lena B., the emerging field of human resources management, 9-133
Price, Margaret, Engineer shortage: is it for real? 5-188; MIS: still outside the inner circle, 12-46; Networks: businesswomen expand their horizons, 8-61; Peers and power: a delicate imbalance, 7-84
Primoff, Ernest S., How to prepare and conduct job element examinations, 12-167
Pringle, Charles D., Ethics of MBO, 6-135 Missing opportunity in organizational research: some implications for a theory of work performance, 11-122
Pritchard, Robert D., Enhancing productivity through feedback and goal setting, 5-155
Proehl, Carl W., Estimating the success of OD applications, 9-10; Success of OD applications in the public sector: toting up the score for a decade, more or less, 2-5
Prue, Donald M., Performance feedback in organizational behavior management: a review, 2-152
Pruim, Robert J., Study of state government employee benefits, 11-22
Pryor, Wendell, Professional development of human resource managers; report, 10-154
Public Administration Service, Measuring project performance, 4-180

Pucik, Vladimir, Japanese management in America, 5-113
Puffer, Sheila M., Inside a Soviet management institute, 2-80
Pulakos, Elaine D., Sex effects on performance ratings in manager-subordinate dyads: a field study, 10-147
Purvis, Arthur J., "Lone Ranger" syndrome (helping supervisors to ask for help), 6-206
Putnam, Robert D., Bureaucrats and politicians in western democracies, 8-63

Q

Quible, Zane K., Quality circles: a well-rounded approach to employee involvement, 3-161; Solutions to the productivity problem, 2-169
Quick, Thomas L., Sensitivity--the missing ingredient for success, 7-85
Quinn, Eileen, Avoiding sex discrimination complaints, 10-63

R

Rabin, Jack, Contemporary public administration, 1-147; Profession of public administration, 3-181; Public administration as a profession, 5-169
Rachel, Frank, Performance appraisals: much more than a once-a-year task, 11-106
Rader, Martha H., Time management--but what about your people? 1-120
Radford, K. J., Modern managerial decision making, 5-118
Radford, Lee G., Positive side of unpopular decisions, 12-161
Radler, Irving, Silent partners: employees who embezzle, 6-43
Raelin, Joseph A., Comparative analysis of female-male early youth careers, 8-201; Comparative study of later work experience among full-time, part-time, and unemployed male youth, 2-216
Rahman, Mawdudur, Developing managerial information systems, 10-122
Rainey, Glenn W., Jr., The organizationally dysfunctional consequences of flexible work hours: a general overview, 9-84
Raitt, Jane, Retrain to retain: a prescription for the 1980s, 9-179
Ramsey, Jackson E., The limited, traditional world of supervisors, 9-161
Randolph, W. Alan, Planned organizational change and its measurement, 5-11
Rankin, Kevin K., A predictive validity study of an assessment center for research and development supervisors, 10-3
Ranney, Joyce M., QWL in the office, 9-10
Rasch, Sara B., Union-nonunion wage differentials: a replication and extension, 8-26
Rasmussen, Ray V., Team training: a behavior modifidation approach, 9-167
Raudsepp, Eugene, Guidelines to effective communications, 10-80; How to sell your ideas to top management, 11-57; Overcoming neophobia, 3-9
Reagan, Ronald, See: U.S. President, 1981- (Ronald Reagan)
Reckase, Mark D., Tailored testing, measurement problems and latent trait theory, 7-212
Reddon, John R., Human needs and job satisfaction, 11-73
Redling, Edward T., 1981 tax act: boon to managerial compensation, 8-81
Ree, Malcolm J., Adaptive testing without a computer; final report, 2-195
Reed, Beth G., Treatment services for drug dependent women, 2-211
Reed, Leonard, Bureaucrats 2, Presidents 0, 12-5
Reed, Philip L., Human needs and job satisfaction, 11-73
Reed, Warren, A job evaluation and pay plan for Jackson County, 10-107
Rehfuss, John, Executive management reform -- the case of California, 9-70; Management development and the selection of overseas executives, 10-133
Reid, Dennis H., Differential effects of supervisor verbal feedback and feedback plus approval on institutional staff performance, 2-147
Reid, Roger H., Personal styles and effective performance, 4-98
Reilly, Richard R., Effects of realistic previews: a study and discussion of the literature, 3-5; Validity and fairness of some alternative employee selection procedures, 5-7
Reinking, Richard, What you should know about stress, 3-65
Reischl, Dennis K., Applying Collyer in the Federal sector, 8-111; Arbitral dilemma: the resolution of Federal sector asbestos differential disputes, 5-27

Relyea, Harold C., Administration and operation of the Freedom of Information Act, 5-72
Remick, Helen, Comparable worth controversy, 3-31; Comparable worth definitions, 7-30
Renfro, William L., Second thoughts on moving the office home, 7-149
Renick, James C., Protecting public employees and employers from sexual harassment, 11-39
Research Institute of America, Inc., Executive compensation '81: an RIA survey, 9-61
Revo-Cohen, Lynne, Comparable worth in the Federal government--challenge or threat? 9-28
Reymond, Henry, Coordination of personnel policies and administration in the United Nations system, 6-13
Reynierse, James H., Goal model of human resource planning, 6-227
Reynolds, Angus, Computer-based learning: the key 'technological multiplier' for technology transfer, 11-166
Reynolds, Edward, Developmental assignments: a guide for SES candidates, 5-71
Reynolds, Elizabeth V., Liaison emergence: relating theoretical perspectives, 11-100
Reynolds, Helen, Executive leadership: how to get it & make it work, 8-77; Secretary: an endangered species, 4-140
Reypert, L. J., Succession planning in the Ministry of Transportation and Communications, Province of Ontario, 4-56
Rhodes, Susan R., Conventional vs. worker-owned organizations, 2-214
Ribet, Fredrick D., Preliminary steps to performance appraisal, 4-156
Ricci, Larry J., High-paying, blue-collar jobs for women, 3-223
Rice, Berkeley, Adventures in the image trade, 10-87; Hawthorne defect: persistence of a flawed theory, 3-154
Rice, Oliver, Looking at T&D in the light of P&L, 2-201
Rice, Ronald G., Time-in-grade and upward mobility, 11-46
Riceman, John P., How to operate a successful career development program, 7-4
Rich, Wilbur C., Effect of status conflicts on productivity and communication in public organization, 10-99; Politics of urban personnel policy; reformers, politicians, and bureaucrats, 12-4
Richards, Glenn, Where grow tomorrow's CEOs? 5-77
Ricklefs, Roger, Many executives complain of stress, but few want less-pressured jobs, 11-59
Ricks, Betty R., The neglected managerial communication skills, 2-69
Riddle, John, Employees are assets, too, 10-138
Riemer, Edwin, Barron's how to prepare for civil service examinations, 2-196
Riggs, R. Richard, Toward a professionalism model for public administration: upgrading corrections in Kansas, 5-169
Rinella, Richard J., Career power! a manual for personal career advancement, 5-96
Ripley, Randall B., Bureaucracy and policy implementation, 8-165
Risher, Howard, Pay decisions: testing for discrimination, 3-32
Rives, J. M., Productivity and pay: a survey of workers' perceptions, 12-10
Robbins, Claire C., Career power, 5-96
Roberts, David K., Time series analysis system for person-job match data, 11-86
Roberts, Nancy C., Progress in organization development research, 9-11
Roberts, Karlene H., Part-time workers as missing persons in organizational research, 6-96
Roberts, Robert N., "Last-hired, first-fired" and public employee layoffs: the equal employment opportunity dilemma, 2-157
Robertson, Frank, An analysis of the effectiveness of a management training program, 9-73
Robertson, I. T., Work sample tests: validity, adverse impact and applicant reaction, 11-152
Robie, William R., Raising the pay cap, 5-28
Robinson, Carol, Concept for management, 2-141
Robinson, James W., Some modest proposals for reducing the costs and delay in grievance arbitration, 3-127
Robinson, P., Stress in the police service, 3-58
Robinson, Sandra L., Mothers' contemporary career decisions: impact on the family, 11-171
Rock, Milton L., Continuing personnel challenge; roundtable report, 7-174
Rockman, Bert A., Bureaucrats and politicians in western democracies, 8-63

Rockwell, Steven A., Equity and discretion: a case study of discipline in a public agency, 9-37
Rodriquez, Armando M., A look at equal opportunity in employment, 7-65
Rogers, Elijah, Black administrators: an historical perspective, 8-57
Rogers, Theresa F., Effect of technology on alienation from work, 4-107
Rogoff, Marc J., The changing American work schedule: a selected bibliography, 3-105
Rohan, Thomas M., Pushers on the payroll: a nightmare for management, 4-44; Why executives jump ship, 6-63
Rohr, John A., The problem of professional ethics, 9-52
Rohrer, Robert, Not the union ... the people! 6-115
Rohrlich, Jay, Business success and personal trauma, 8-45
Rolland, Ian, Making the most of change, 12-76; Total involvement as a productivity strategy, 4-172
Romans, M. Jay, Needs assessment as step one toward enhancing productivity, 9-193
Romero, Roberto G., Vitamins of human relations, 4-200
Romines, Jack A., Self-examination for training developers, 8-198
Romzek, Barbara S., Organizational involvement and representative bureaucracy, 5-171
Ronen, Simcha, Arrival and departure patterns of public sector employees before and after implementation of flexitime, 3-104
Roos, Nestor R., Risk management: selected characteristics for individual cities and counties, 5-69
Rose, Elaine R., At Sun's Toledo refinery: QWL fosters a new sense of trust and cooperation, 7-228
Rose, Kenneth W., Formal policies and procedures can forestall unionization, 6-112
Rose, Robert, The relationship between job satisfaction and psychiatric health symptoms for air traffic controllers, 3-118
Rosellini, Lynn, Federal cuts increasing workers' stress levels, 1-51
Roseman, Edward, Managing the problem employee, 11-147
Rosen, Benson, Are older workers hurt by affirmative action? 11-98; First few years on the job: women in management, 1-71
Rosen, Bernard, Holding government bureaucracies accountable, 9-148
Rosen, Corey, Employee ownership: issues, resources and legislation, 4-27
Rosenbaum, Allan, Federal management: pathological problems and simple cures, 7-15
Rosenbaum, Bernard L., Why sales managers need more and better management training, 6-84
Rosenberg, Gail S., Work sharing case studies, 4-91
Rosenberg, Marc J., ABCs of ISD, 11-167
Rosenberg, Stephen, Public personnel and administrative behavior, 6-156
Rosenbloom, David H., Introduction (Symposium on public personnel administration and the law), 2-157; Sources of continuing conflict between the Constitution and public personnel management, 2-157
Rosenbloom, Jerry S., Employee benefit planning, 7-31
Rosenblum, Marc, Aging of age discrimination--evolving ADEA interpretations and employee relations policies, 9-47; Evolving EEO decision law and applied IR research, 12-40
Rosenthal, William H., Role of the institutional reseacher in a sex discrimination suit, 5-51
Rosinger, George, Development of a behaviorally based performance appraisal system, 5-141
Rosow, Jerome M., Continuing personnel challenge; roundtable report, 7-174; New direction for labor: quality of working life, 4-121; New work schedules for a changing office, 4-93; New work schedules for a changing society, 4-92
Ross, Jerry, Unionization and income inequality, 1-29
Ross, Joel E., Productivity, people, & profits, 2-170
Ross, John K., When family stress affects worker productivity, 8-176
Ross, Robert H., Satisfaction of industrial workers as predictors of production, turnover, and absenteeism, 12-79
Ross, Ronald G., Data dictionaries and data administration; concepts and practices for data resource management, 3-144
Rossiter, Louis F., Union effects on the provision of health insurance, 8-100
Rotchford, Nancy L., Part-time workers as missing persons in organizational research, 6-96
Rothberg, Diane, A part-timer's guide to Federal part-time employment, 2-88

Rothenbach, William F., Career development: ask your employees for their opinions, 12-81
Rothenberg, Laurie, For merit pay pool managers...merit pay in 1980: lessons learned, 8-29
Rotheram, Mary, Variations in group process due to valence, response mode, and directness of feedback, 9-167
Rotter, Marlene F., Mothers' contemporary career decisions: impact on the family, 11-171
Rowan, Richard L., Codetermination: wave of the future? 1-139; Employee relations and regulations in the '80s, 5-103
Roweton, William E., Creativity and competition, 11-33
Rowland, Kendrith M., Human resource planning, 1-150; Leadership, job perceptions and influence: a conceptual integration, 2-119; Myth making: qualitative step in OD interventions, 6-7; Organization and rater differences in performance appraisals, 11-111
Rubenfeld, Stephen, Are employment agencies jeopardizing your selection process? 1-6
Rubenstein, Reva, Genes and gender in the workplace, 3-55
Rubin, Irene S., Managing the end: death and dying in public organization, 5-172; Resource scarcity and the reform model: the management of retrenchment in Cincinnati and Oakland, 2-126
Rubin, Karen, Battle plan for success, 10-110
Rubin, Stephen, Regulating the professions, 12-137
Ruch, Judith A., White-collar productivity, 6-174
Ruch, William A., White-collar productivity, 6-174
Ruck, Frank J., Jr., A participative management concept shares successes, responsibilities at Employee Transfer Corp., 9-125
Ruddock, Andrew E., Ruddock on retirement: the next crisis, 9-158
Ruffin, Janice, Training and education in group relations, 1-92
Ruffner, Robert H., Just where's the barrier? A new look at employer attitudes, 1-97
Rugaas, Benedict, Another look at performance appraisal in libraries, 12-112
Ruggiero, Mary, A job is a job is a job... or is it? behavioral observations in the adolescent workplace, 9-195
Ruhlen, Merritt, Manual for administrative law judges, 8-166
Rummler, Geary, How to close the gap in human performance, 2-163; Quality, productivity are the real targets, 2-153
Russ, Charles F., Jr., Manpower planning systems: part 1, 3-229
Russell, Joyce E., Career indecision in adult women: a comparative and descriptive study, 2-133
Russell, Roberta S., Internal theft: the multi-billion-dollar disappearing act, 1-45
Ruth, Stephen R., Who's using MBO in management? 4-131
Ruther, Ronald W., Securing the pot of gold; retirement counseling ensures maximum employee benefits, 5-186
Ruud, Ronald C., Supervisor's guide to documentation and file building for employee discipline, 7-50
Ruus, Laine G., Training of data services professionals, 12-170
Ryan, Michael J., Modeling decision-specific stress: some methodological considerations. 9-65
Ryburg, Jon E., Facility management implications of office automation, 4-39
Rytina, Nancy F., Earnings of men and women: a look at specific occupations, 6-18; Tenure as a factor in the male-female earnings gap, 6-18

S

Saari, Lise M., Effects of participation and goal difficulty on performance, 11-109; Employee reactions to continuous and variable ratio reinforcement schedules involving a monetary incentive, 10-45
Sackett, Paul R., Comparison of global judgment vs. task oriented approaches to job classification, 3-173; Constructs and assessment center dimensions: some troubling empirical findings, 10-4; Critical look at some common beliefs about assessment centers, 9-3; Factors affecting the consensus judgment process in managerial assessment centers, 4-4; Some misconceptions about content-oriented validation, 1-3; Some problems with applying content validity evidence to assessment center procedures, 1-3

Sackley, Arthur, Wage increases moderate in 1981, 7-32

Sailer, Heather R., Stress: causes, consequences, and coping strategies, 10-60

Saks, Michael J., Small-group decision making and complex information tasks, 6-90

Salinger, Ruth D., Practical strategies for evaluating training, 10-203

Salisbury, Dallas L., Retirement income and the economy, 5-179

Salmans, Sandra, Debate over the electronic office, 12-189

Salomon, Ann W., A trainer's guide to retirement planning, 10-183

Samiee, Saeed, How auto workers look at productivity measures: lessons from overseas, 7-188

Samuels, Alan R., Strategies for library administration, 7-152

Sanders, Wayne, Constitutional protection for whistle blowers: has the first amendment called in sick? 3-53

Santora, Joseph C., Selected bibliography of interorganizational relations in the public sector: 1960-1980, 5-174

Sarchet, Bernard R., Supervisory management, 6-203

Sargent, Jon, Job outlook for college graduates during the 1980's, 8-19

Sarnoff, David, Biofeedback: new uses in counseling, 3-47

Sasaki, Naoto, Management and industrial structure in Japan, 6-132

Sashkin, Marshall, Assessing performance appraisal, 4-157; Interview (Chris Argyris) 4-97

Saso, Carmen D., Assessing the distribution of minorities and women in relevant labor markets, 7-66

Sass, Sherman G., New frontiers of health care cost containment, 4-100

Sass, Steven D., Applying the outplacement concept, 9-155

Sasser, W. Earl, The incline of quality, 10-162

Santer, John, Bonus boards appraised, 3-88; Role of the PRB in the bonus decision: pitfalls to avoid, 1-82

Savage, Doris, "Trust as a productivity management tool," 9-87

Savall, Henri, Work and people; an economic evaluation of job-enrichment, 8-10

Sawyer, Darwin, Medicare and medicaid data book, 1981, 7-117

Sawyer, Kathy, Jobs: the pursuit of fairness, 5-48; 'Tough cop' on private sector, but few arrests in own precinct, 5-49

Sbarbaro, Richard D., Who will lead the computer revolution? 12-51

Scarpello, Vida, Surviving an EEO lawsuit, 9-46

Schaefer, Christopher, Co-operative leadership: supervisory training at Ford, Cologne, 4-214

Schaeffer, Dorothy, Burnout--the headache of the 1980s, 3-120

Schaffer, Robert H., Managers can avoid wasting time, 6-126

Scharer, Laura L., Systems analyst performance: criteria and priorities, 4-158

Scharinger, Dale H., Simplifying the job of supervision, 3-202

Scheets, Patrick L., Recruiting trends 1981-82, 12-9

Scheffler, Richard, Union impact on hospital wages and fringe benefits, 3-25

Schein, Edgar H., Does Japanese management style have a message for American managers? 2-128

Schendel, Joel D., Effects of refresher training on job-task typewriting performance, 7-222; On sustaining procedural skills over a prolonged retention interval, 12-171

Scherschel, Patricia M., Report on privacy: who is watching you? 8-102

Schilit, Warren K., A study of upward influence in organizations, 9-88

Schilling, Don, Jr., Preliminary steps to performance appraisal, 4-156

Schillinger, George A., New directions in continuing education, 3-94

Schlacter, John, Stress: causes, consequences, and coping strategies, 10-60

Schleyer, Ronald J., More hints on sucessful modeling, 4-222

Schlossberg, Nancy K., Critical career transitions: a model for designing career services, 9-4

Schmid, James S., Securing the pot of gold; retirement counseling ensures maximum employee benefits, 5-186

Schmidt, Frank L., Ability tests: economic benefits versus the issue of fairness, 12-40; Assessing the economic impact of personnel programs on workforce productivity, 8-199; Two pitfalls in assessing fairness of selection tests using the regression model, 11-153

Schmitt, Neal, The relationship between job attitudes and the decision to retire, 2-185

Schnake, M. E., Can money motivate? 3-150

Schnebly, John R., Comparable worth: a legal overview, 6-26

Schneider, Katie R., Human resource accounting: a comprehensive bibliography, 1-151; Performance appraisal bibliography of recent publications; 1981 edition, 1-141
Schneider, Stanley F., Where have all the students gone? Positions of psychologists trained in clinical services programs, 2-174
Schneier, Craig E., Performance appraisal sourcebook, 5-140; Personnel administration: an experiential skill-building approach, 6-157
Schneller, George O., IV, A mixed-consequence system for reducing overtime and unscheduled absences, 2-1
Schoen, Sterling H., Cases and policies in personnel/human resources management, 8-152
Schoenfeldt, Lyle F., Toward a classification of persons, 7-180
Schoenfeldt, Roger C., The foreman: is his job as bad as they say? 1-194
Schoennauer, Alfred W., Problem finding and problem solving, 10-125
Scholl, Richard W., Differentiating organizational commitment from expectancy as a motivating force, 1-127
Schonberger, Richard J., Is equal pay for comparable work fair? 1-30
Schooley, Shirley A., Role of the executive secretary/administrative assistant in the office of the future as perceived by personnel administrators, 12-101
Schor, Robert H., Administration by contract, 3-89
Schreier, James W., Drug use in organizations, 8-46
Schroeder, Patricia, Supplemental statement before the Bipartisan Congressional Forum on Equal Employment Opportunity and Affirmative Action, 5-50
Schuler, Randall S., Applied readings in personnel and human resource management, 5-142; Constructive replication and extension of a role and expectancy perception model of participation in decision making, 8-104; Occupational health in organizations: strategies for personnel effectiveness, 2-42
Schuster, John, How to make the most of the performance appraisal, 9-128
Schuster, Michael, Evaluating the older worker, 5-127; Wage incentive plans and the Fair Labor Standards Act, 6-27
Schutzius, Robert E., Outplacement training, 9-155
Schwartz, Howard S., Job involvement as obsession-compulsion, 10-213
Schwartz, Jeffrey D., Maintaining merit compensation in a high inflation economy, 4-28
Schwartz, Rosalind M., New developments in occupational stress, 4-47
Schweitzer, Nancy J., Interviewing the disabled job applicant, 4-83
Schwimmer, Lawrence D., Women executives: what holds so many back? 3-84
Scientific Manpower Commission, Salaries of scientists, engineers and technicians; a summary of salary surveys, 1-187
Scollard, Gene F., Setting up a pay system, 12-15
Scott, Dow, Absenteeism control methods: a survey of practices and results, 9-1; Nominal group technique: applications for training needs assessment, 9-180
Scott, Elizabeth L., Career outcomes in a matched sample of men and women Ph.D.s, 11-126
Scott, Joan W., The mechanization of women's work, 10-207
Seamonds, Bonnie C., Stress factors and their effect on absenteeism in a corporate employee group, 7-63
Seashore, Stanley E., Organisational assessments of the effects of civil service reform; a report for the period December 12, 1979 through September 1, 1980, 2-12; Organizational assessments of the effects of civil service reform; second year report for fiscal year 1981, 10-29
Sedam, Scott M., Engineering: next in line for productivity push? 8-174
Sedlacek, William E., Differences between women who choose traditional and nontraditional careers, 8-131
Seers, Anson K., Job characteristics model and the leader-member exchange model, 12-82
Seiler, Robert E., Making it in Japan, 5-147
Selden, Catherine, Equal pay for work of comparable worth, 6-19
Seligman, Daniel, Who needs unions? 8-112
Sender, Henriette, Executive givebacks, 8-80; Paying for stress on the job, 3-67
Senghor, Jeggan C., Administrative machinery for handling staff grievances regarding allegations of discrimination in the United Nations Secretariat, 6-14
Senour, Maria N., How counselors influence clients, 3-48
Seroka, Jim, Local government innovative training tool directory, 7-215
Serrin, William, After 34 years, jobs declining in government, 2-6

Servi, F. E., What to do when you're 58 and have lost your job, 2-109
Sgro, Joseph A., Virginia Tech Symposium on Applied Behavioral Science, 7-180
Shani, Abraham B., Pygmalion goes to boot camp: expectancy, leadership, and trainee performance, 7-153
Shann, Keith, Manufacturing the image, 4-54
Shannon, R. H., Task analysis and the ability requirements of tasks: collected papers, 9-166
Shapira, Zur, Making trade-offs between job attributes, 2-70
Shapiro, Jeanne, Inside the creative process of counseling: vocational decision making takes place, 3-43
Shapiro, Stanley, Sex differences in personality traits of female and male master of business administration students, 7-20
Sharbaugh, Michael E., Effects of life and job stress on information search behaviors of organizational members, 4-48
Sharff, Lee E., Federal personnel guide, 1982, 7-10
Sharifzadeh, Mansour, Satisfaction of initiative, 4-34
Sharplin, Arthur D., Looking beyond individual productivity, 12-134
Shaw, Helen L., Government lawyers -- employees "at risk," 5-176
Shaw, James B., Effects of temperature, clothing and task complexity on task performance and satisfaction, 4-237
Shaw, Robert, From skepticism to support: middle management's role in quality circles, 7-189
Shea, Gordon F., Supervising new employees, 3-204; What to do with those dull, routine, repetitive, dead end jobs, 1-195
Sheahan, Robert E., Age discrimination is a growing concern for employers, 3-72
Shearer, John C., Comment on "Grievance arbitration in the Federal service: still hardly final and binding?" 8-110
Sheler, Jeffery L., It's not only unions that face "givebacks," 7-33; Paperless office--how workers adapt, 4-40; When women take over as bosses, 4-65
Shemetulskis, Richard, How to hire and fire safely, 2-96
Sheppard, I. Thomas, If kidnappers strike..., 2-58
Sheridan, James A., Environmental issues scanning: starting a self-sustaining research program, 10-218; Labor market analysis for equal employment opportunity (EEO) planning, 7-64
Sherman, J. Daniel, Women entering management: differences in perceptions of factors influencing integration, 9-56
Sherman, Stanley R., "Did somebody forget to tell you? You're fired!" 7-90
Sherwood, John J., Hiring a consultant? Establish a collaborative approach, 2-29
Shetty, Y. K., Key elements of productivity improvement programs, 5-161
Shields, Joyce L., Investigation of the adoption process in training technology transfer, 7-214
Shiflett, Samuel, Is there a problem with the LPC store in Leader Match? 3-137
Shimberg, Benjamin, Occupational licensing: a public perspective, 6-141
Shingleton, John D., Recruiting trends 1981-82, 12-9
Shingo, Shigeo, Study of 'Toyota' production system from industrial engineering viewpoint, 10-167
Shinkman, Christopher J., Career development in the 1980s: theory and practice, 11-6
Shipper, Frank, Handing over the reins; why employees should control their work lives, 5-216
Shkop, Esther M., Job modification as an alternative to retirement, 10-179
Shkop, Yitzchak M., Impact of job modification options on retirement plans, 8-133; Job modification as an alternative to retirement, 10-179
Shockley-Zalabak, Pamela, Effects of sex differences on the preference for utilization of conflict styles of managers in a work setting, 1-72
Shook, Wayne, Communication and the world of work, 4-84
Shulenburger, David E., Union-nonunion wage differentials: a replication and extension, 8-26
Shultz, Paul T., Clearing the way for an open window period program, 12-150
Shuman, Cynthia, How secure is your job? 10-176
Shuman, Eric, How secure is your job? 10-176
Shunk, Jim, Quality circle participation should be included on performance evaluations, 4-155
Sibbernsen, Richard D., Grievance procedure, 7-99
Siedntopf, Heinrich, Strategies for administrative reform, 10-23

Siegel, Efstathia A., Back to basics and looking forward: a personnel management perspective, 11-114; Merit pay attitudes signal need for management involvement, 6-28; (Relatively) simple guide to RIF, 1-171
Siegel, Karolynn, Shift work, 12-68
Simpson, Jan B., Executive level fellowships training in labor relations, 12-60
Simpson, Richard P., California public employee retirement, 11-141
Sims, Henry P., Jr., Potential for "groupthink" in autonomous work groups, 11-66
Smircich, Linda, Leadership: the management of meaning, 11-85
Smith, Howard R., Invisible inequality, 11-93
Snader, Jack R., Sales training managers, 12-182
Snow, Robert R., How the Secret Service handles stress, 11-42
Solomon, Gerald, Build a performance system—not a training system! 11-168
Sondak, Arthur, How good a time-killer are you? 11-88
Sparrow, J., Use of job component analysis and related aptitudes in personnel selection, 11-10
Spencer, Anne, Women lawyers in England; the experience of inequality, 11-128
Steele, James W., Paying for performance and position: dilemmas in salary compression and merit pay, 12-11
Steele, Timothy P., Effects of participation and goal difficulty on performance, 11-109
Steger, Joseph A., Following the leader: how to link management style to subordinate personalities, 12-95
Steinberg, Harold I., Checklist for managing cutbacks, 11-89
Steinmetz, Jenny I., Stress management: an assessment questionnaire for evaluating interventions and comparing groups, 12-33
Stephens, David B., Personnel and labor relations master's degrees for the '80s and '90s, 12-121
Sreevar, William A., Japanese boss, American employees, 12-107
Storey, John, The challenge to management control, 11-81
Sullivan, Frederick L., Union organizing in the 1980s: after the union wins, 12-89; Union organizing in the 1980s: the strike, 12-90
Sunderland, Philip G., What are your rights? 12-145
Siegel, Holly M., Health care cost containment, 7-114
Siegel, Irving H., Fuller employment with less inflation, 1-162
Siegel, Laurence, Personnel and organizational psychology, 8-157
Sigband, Norman B., Proaction, not reaction, for effective employee communications, 4-22
Silva, Dale B., Effects of attendance-contingent feedback and praise on attendance and work efficiency, 8-3
Silverman, Buddy R., The merit pay system: a prognosis, 10-25
Silverman, Eugene B., Applying the outplacement concept, 9-155
Simmons, M. L., Danger! Experimental animals, 5-40
Simpson, William A., Role of the institutional researcher in a sex discrimination suit, 5-51
Sims, David, Explicit problem modeling: an intervention strategy, 4-16
Sims, Henry P., Jr., Conversations within self-managed work groups, 10-139; Modeling influences on employee behavior, 3-219
Sink, David, Estimating the success of OD applications, 9-10; Success of OD applications in the public sector: toting up the score for a decade, more or less, 2-5
Siskind, Fred, Another look at the link between work injuries and job experience, 4-195
Skeels, Jack W., The economic and organizational basis of early United States strikes, 9-96
Skidmore, Felicity, Social security financing, 1-178
Skinner, Gilbert H., Training needs assessment for criminal justice agencies, 3-210
Slaney, Robert B., Career indecision in adult women: a comparative and descriptive study, 2-133
Sloane, Arthur A., Labor relations, 3-128
Slowik, Stanley M., The manager as moralist, 3-76
Smallwood, Norman, Organization development: a closer scrutiny, 7-8
Smith, Carolyn R., Faculty salaries, tenure and benefits 1980-81, 2-23
Smith, Dianne B., Sex differences in the job satisfaction of university professors, 7-128
Smith, Eddie C., Strategic business planning and human resources, 10-150

Smith, Howard R., Fear makes the world go 'round: the 'dark' side of management, 2-92

Smith, Janet E., Tremendous opportunities exist for women in professional selling, 9-119

Smith, Janine E., Key differences determine successful WP and DP, 2-32

Smith, Judson, Incentives in training, 4-215; New and tested ways to use slides for effective training, 6-216

Smith, Martin R., How to develop--and keep --a solid management team, 10-82

Smith, Michael J., Evaluation of work station design factors in VDT operations, 1-48; Investigation of health complaints and job stress in video display operations, 1-48

Smith, Norman R., Can organizational design make up for motivational decline? 3-83; Decline and stabilization of managerial motivation over a 20-year period, 7-82

Smith, Patricia C., Reponse format of the Job Descriptive Index: assessment of reliability and validity by the multitrait-multimethod matrix, 10-109

Smith, Robert D., Personnel management: a human resource system approach, 8-149

Smith, Russ, Job redesign in the public sector: the track record, 2-99

Smith, Samuel V., Goal setting interview skills training: simulated and on-the-job analyses, 2-78; Job difficulty as interpreted by incumbents: a study of nurses and engineers, 8-103

Smith, Shirley J., New worklife estimates reflect changing profile of labor force, 5-99

Smith, Suzanne, Job sharing: analyzing the cost, 5-79

Smith, Terry L., Coaching the troubled employee, 2-193

Smith, Terry W., Developing a policy manual, 7-177

Smith, Thomas R., Dealing with the EEO officer who files a discrimination complaint, 9-48

Smits, William H., Jr., Personnel administration--a viable function in government? 9-18

Snow, Charles C., Processes and payoffs of programmatic action research, 6-8

Soldow, Gary F., Change in the organization: the detriment and benefit of the double bind, 4-23

Solnit, Albert, What do I do next? a manual for people just entering government service, 5-4

Solomon, Linda Z., Work attitudes in windowed vs. windowless environments, 2-106

Solorzano, Lucia, Adult education: newest tool for job hunters, 9-170

Sommerkamp, Patricia J., Effects of a quality of work life intervention on paper processing, 5-91; Effects of leader-member exchange and job design on productivity and satisfaction: testing a dual attachment model, 8-159

Sontag, Howard V., CODAs: better than IRAs? 10-46

Soule, Laurie T., Training--a new approach, 4-213

South, Scott J., Sex and power in the Federal bureaucracy: a comparative analysis of male and female supervisors, 8-182

Spector, Paul E., Behavior in organizations as a function of employee's locus of control, 9-115; Causes of employee turnover: a test of the Mobley, Griffeth, Hand, and Meglino model, 4-124

Sperling, L. C., Learning anew; a formal program continues managers' education, 5-70

Springer, James P., Importance of selection in public sector administration, 5-8

Stafford, Mary J., Career indecision in adult women: a comparative and descriptive study, 2-133

Stagnaro, Frank, Benefits of leveling with employees: ROLM's experience, 8-20

Stahlke, Ulf, Co-operative leadership: supervisory training at Ford, Cologne, 4-214

Stamas, George D., Usual weekly earnings: another look at intergroup differences and basic trends, 6-18

Stammerjohn, Lambert W., Evaluation of work station design factors in VDT operations, 1-48

Stammers, R. B., Computer terminal as a simulator, 4-228

Standke, Linda, Designing and delivering cost-effective training and measuring the results, 8-193

Stanton, Erwin S., Problems of productivity, 5-162

Stapp, Joy, Employment of APA members, 2-174; Employment of recent doctorate recipients in psychology: 1975 through 1978, 2-174; Health service providers in psychology, 2-174; Preliminary results of the 1979 Doctorate Employment Survey, 5-166; Tenure status, academic rank, and new appointments in U.S. graduate departments of psychology, 2-174; Women and minorities in psychology: funding and human resources, 2-174

Starbuck, William H., Congealing oil: inventing ideologies to justify acting ideologies out, 8-138
Starcevich, Matt M., Internal advanced management programs for executive development, 9-78
Starke, Frederick A., Pre- and post-intervention effects of conventional versus final offer arbitration, 2-112
Starr, Michael G., Sexual harassment in the work place: the scope of employer liability, 3-54; "Sexual shakedown" in perspective: sexual harassment in its social and legal contexts, 6-44
Staw, Barry M., Escalation of commitment to a course of action, 1-73; Research in organizational behavior, 7-210; Research in organizational behavior, 10-131
Stead, Bette A., Why does the secretary hate me, and other laments of the professionally educated woman employee, 7-208
Stebbins, Michael W., Processes and payoffs of programmatic action research, 6-8
Steel, Robert P., Designing quality circles research, 4-148
Steele, Fritz, Role of the internal consultant, 6-37
Steele, James W., In praise of appraisal, 2-154
Steers, Richard M., Conventional vs. worker-owned organizations, 2-214; Introduction to organizational behavior, 7-111
Steffanic, Dorothy J., Reasonable accommodation for deaf employees in white collar jobs, 8-92
Steffen, R. James, How to stop wasting time, 7-151
Steier, Richard, 'Quality circles' at DGS, 6-150
Stein, David, Planning for tomorrow: increased productivity through education and training, 5-204
Stein, Judith K., Writing for decision makers; memos and reports with a competitive edge, 10-71
Stein, Sandra L., Faculty expectations of doctoral and career mentors, 4-9; Sex differences in expectations of mentors, 4-10
Steinberg, Alma, Adaptive testing without a computer; final report, 2-195
Steinberg, Rhona, Sex differences in personality traits of female and male master of business administration students, 7-20
Steinberg, Sheldon S., Are you an ethical public employee? 7-69
Steinberg, Laurence D., A job is a job is a job...or is it? behavioral observations in the adolescent workplace, 9-195
Stellman, Jeanne M., Workplace hazards—even in the office, 5-43
Stencel, Sandra, Equal pay fight, 7-34
Stening, Bruce W., Mutual perception of managerial performance and style in multinatinoal subsidiaries, 2-71; Some evidence for an international culture, 8-59
Stephens, Elvis C., Satisfaction of initiative, 4-34
Stern, Allan D., Retaining good managers without golden handcuffs, 1-64
Sternberg, Robert J., Who's intelligent? 5-199
Stevens, George E., Selecting employees; how to make a gamble a better bet, 3-113
Stevens, John M., A comparative and contingency approach to productivity in human service organizations, 5-159
Stevens, Robert E., Confronting poor performers, 5-193
Stewart, Rosemary, Choices for the manager, 9-68; Model for understanding managerial jobs and behavior, 3-93
Stieber, Jack, U.S. industrial relations 1950-1980: a critical assessment, 4-122
Stiegler, Christine B., Taking charge of your career, 4-11
Stillman, Nina G., Conflict! Equal employment versus occupational health, 3-73
Stillman, Richard J., II, Local public management in transition, 7-75
Stinson, John E., Supervising, 9-162
Stoddart, L., Conditions of work and quality of working life; a directory of institutions, 5-212
Stogdill, Ralph M., Stogdill's handbook of leadership, 6-121
Stone, Thomas H., Understanding personnel management, 9-134
Stoops, Rick, Minority recruitment, 6-5
Story, Allen C., Pension law reference and research tools, 6-198
Stoucas, Panayotis D., *A priori* assessment of proposed new programs, 4-90
Strauss, George, Workers participation in management: an international perspective, 10-131
Stricher, Sid, Teaching a caring attitude, 8-183
Striner, Herbert, Changing our ways, 2-165
Stringer-Moore, Donna M., Impact of dual career couples on employers: problems and solutions, 3-6

Stumpf, Stephen A., Capturing rater policies in evaluating candidates for promotion, 2-76; Differentiating between perceived organization and work group climates, 4-234; Management promotions: individual and organizational factors influencing the decision process, 1-163; Managing careers, 7-1

Stupak, Ronald J., Time management and personal effectiveness, 3-141

Stybel, Laurence J., Negotiating your own severance arrangements, 5-56

Sullivan, Eugene R., Procurement fraud: an unused weapon, 8-167

Sullivan, Frederick L., Union organizing in the 1980s: prelude to a union campaign, 8-113; Union organizing in the 1980s: the campaign for employee loyalty, 8-114

Sultan, Paul E., Workforce of the future: the problems and opportunities of maturity, 10-129

Sulzner, George T., Impact of labor-management cooperation committees on personnel policies and practices at twenty Federal bargaining units, 8-115

Sumek, Lyle J., Human resources management in the future; report, 10-153; Professional development of human resource managers; report, 10-154

Summers, Scott L., Human resource planning, 1-150

Sundquist, James L., Decline and resurgence of Congress, 1-166

Sussmann, Mario, Social influence interpretation of worker motivation, 6-138

Suttles, Sherry, Is voluntarism a way out? 8-57

Sutton, Jeffrey E., Property management: an emergent profession, 5-169

Svenonius, Elaine, Information science as a profession, 9-117

Swain, John W., Public administration extension activities by American colleges and universities, 4-177

Swanson, Charles R., Jr., Police perceptions and job satisfaction, 4-108

Sweeney, John J., Must we choose: the right to strike v. interest arbitration? 6-114

Swezey, Robert W., Contemporary views on criterion-referenced testing, 8-185; Individual performance assessment: an approach to criterion-referenced test development, 4-202

Swierczek, F. W., Affirmative action in public administration in the South: a human resources approach, 1-55

Sykes, J. Arnold, Internal advanced management programs for executive development, 9-78

Sym-Smith, C. Ian, International executive compensation, 3-87

Synnott, William R., Information resource management; opportunities and strategies for the 1980s, 7-53

T

Tabor, Martha, Going to the problem's source: why workers drink on the job (and why they shouldn't), 10-61; Shift work: worth the risks? 6-97; Uses and limitations of male/female data, 1-52 Women in coal mines: PPE, where are you? 3-199

Tack, Martha W., Combining home and career responsibilities: the methods used by women executives in higher education, 1-74

Tagliaferri, Louis E., Creative cost improvement for managers, 4-128

Talarico, Susette M., Police perceptions and job satisfaction, 4-108

Tambling, Joan M., Earned time: an answer to the dilemma of benefits administration, 6-124

Tanner, Jeanette E., Decision-making in the selection interview, 7-120

Tapper, Michael M., Dealing with the career in crisis, 8-34

Tausky, Curt, Men and women at work: similarities and differences in work values within occupational groupings, 9-194

Taylor, Amy K., Union effects on the provision of health insurance, 8-100

Taylor, James C., Integrating computer systems in organization design, 7-51

Taylor, M. Susan, Sex discrimination against women in initial placement decisions: a laboratory investigation, 2-4

Taylor, Ronald A., Where hot new careers will open in the '80s, 1-132

Tec, Leon, Targets: how to set goals for yourself and reach them! 4-136

Technology Accreditation Commission, Accredited programs leading to degrees in engineering technology by institution, 1-184

Teel, Kenneth S., The exit interview: effective tool or meaningless gesture? 10-104

Temple, Ralph J., The painful facts of disability retirements, 10-180

Templeton, Mary E., First few years on the job: women in management, 1-71

Tennessee Valley Authority, General information on TVA salaries and related benefits, 1981, 7-35; Health care program for annual salary policy employees, 7-116
Tenopyr, Mary L., Employment systems in a changing society, 7-180
Terborg, James R., Evaluation of a new method for assessing change to planned job redesign as applied to Hackman and Oldham's job characteristic model, 3-116; Extension of the Schmidt and Hunter validity generalization procedure to the prediction of absenteeism behavior from knowledge of job satisfaction and organizational commitment, 10-2; Interactional psychology and research on human behavior in organizations, 1-104
Teriet, Bernhard, Flexiyear schedules in Germany, 7-106
Terpening, Willbann D., Effects of MBO on performance and satisfaction in a public sector organization, 4-132
Terpstra, David E., Employee selection: must every job test be validated? 10-190
Tersine, Richard J., Internal theft: the multi-billion-dollar disappearing act, 1-45
Thomas, Edward G., Update on alternative work methods, 4-94; Who's using the new fringes? 3-33
Thomas, Joe, The other face of performance appraisal, 10-143
Thomas, John, Donnelly Mirror: 30 years of participative management - 30 years of growth, 3-160
Thomas, Kenneth W., Beyond expectancy theory: an integrative motivational model from health care, 6-139
Thompson, Donald B., LMPTs: new hope for steel? 4-149
Thompson, Duane, Legal look at performance appraisal, 3-168; Performance appraisal and the Civil Service Reform Act, 1-144
Thompson, Joel A., Outputs and outcomes of state workmen's compensation laws, 2-44
Thompson, Kenneth F., Sperry Corporation and listening, 5-112
Thompson, Kenneth R., Effects of MBO on performance and satisfaction in a public sector organization, 4-132
Thompson, Marilyn T., Management information: where to find it, 1-121
Thompson, Mark E., Training vistas: some professional concerns, 8-191
Thomson, Harvey A., Consulting for results, 1-39
Thorn, I. Marlene, Career development: a collaborative approach, 11-8
Thornton, Jeannye, Paperless office--how workers adapt, 4-40
Thurow, Lester G., Productivity pay, 6-29
Tichy, Noel M., Strategic human resource management, 6-163
Timmins, William M., Day care programs and public employees, 11-172; Public employees and the exchanging of gifts, 5-36
Tinsley, LaVerne C., Workers' compensation: key legislation in 1981, 4-49
Tjosvold, Dean, Effects of approach to controversy on superiors' incorporation of subordinates' information in decision making, 7-101
Todor, William D., Antecedents of grievance filing behavior, 4-78; Turnover: a lucrative hard dollar phenomenon, 6-119
Toiv, Helene, What is merit? 1-12
Tolbert, E. L., Promoting the personal growth and vocational maturity of the re-entry woman: a group approach, 1-40
Tomasko, Robert M., Focusing company reward systems to help achieve business objectives, 12-49
Tomkiewicz, Joseph, Job orientation of black and white college graduates in business, 5-16; Organizational dilemma: sex differences in attitudes toward women held by future managers, 10-208
Torbert, William R., Crossing mother: ideological constraints on organizational improvements, 8-138
Torrington, Derek P., After forty; the time for achievement, 11-94
Tortorich, R., Measuring organizational impact of quality circles, 2-145
Toscano, David J., Labor-management cooperation and the West German system of codetermination, 3-162
Toso, Roberto, Can money motivate? 3-150
Toulouse, Jean-Marie, Top executive locus of control and its relationship to strategy-making, structure, and environment, 7-81
Tourangeau, Kevin W., Strategy management, 5-120
Towers, Perrin, Forster & Crosby, Executive compensation study; 500 largest industrials, 7-87; Frustration in the workplace; its effect on productivity, 2-171
Towle, Joseph W., Cases and policies in personnel/human resources management, 8-152

Tracey, William R., Human resource development standards; a self-evaluation manual for HRD managers and specialists, 1-152
Tramel, Mary E., Executive leadership: how to get it & make it work, 8-77; Secretary: an endangered species, 4-140
Trapp, Frederick P., Personnel management innovation, 10-26
Traska, Maria R., Nurses as managers, 4-88
Trattner, Marvin H., Synthetic validity and its application to the Uniform Guidelines validation requirements, 8-7
Treese, Lee, Japanese management & white collar government, 6-133
Treese, Matthew A., Know your organization, 12-162; Supervision by objectives--a workable approach, 10-187
Trexler, Robert C., On-the-job training and social learning theory: a literature review, 5-203
Trilling, Barry J., 6 steps to a firmer grip on your job, 9-19
Trotter, Richard, Pregnancy disability amendment, 3-34; 9-188
Truskie, Stanley D., Getting the most from management development programs, 3-96
Tsui, Anne, Model of intra-organizational mobility, 1-123
Tucker, Susan M., Response format of the Job Descriptive Index: assessment of reliability and validity by the multitrait-multimethod matrix, 10-109
Turnage, Janet J., Transsituational variability in human performance within assessment centers, 11-5
Turner, Arthur N., Consulting is more than giving advice, 10-50
Turney, John R., Identifying sources of organizational conflict, 8-140
Turpin, Robin S., OD--current theory and practice, 9-10
Tuthill, Mary, Job ahead on equal employment regulations, 8-53
Tyer, Charlie B., Employee performance appraisal in American state governments, 11-110

U

Udell, James, Salaries 1982, 10-47
Uhlig, Ronald P., The office of the future; communication and computers, 2-31
Ullmann, John E., White-collar productivity and the growth of administrative overhead, 10-155
Ullrich, Robert A., Motivation methods that work, 9-116
Ulschak, Francis L., Small group problem solving, 5-74
Umbaugh, Robert E., Office technology, paperwork, and productivity, 10-168
United Nations, Department of Technical Co-operation for Development, Changes and trends in public administration and finance for development, 7-178; Priority areas for action in public administration and finance in the 1980s, 7-179
U.S. Advisory Commission on Intergovernmental Relations, Significant features of fiscal federalism, 1980-81, 3-35
U.S. Bureau of Labor Statistics, Accidents involving eye injuries, 10-185; Analysis of work stoppages, 1980, 6-117; Back injuries associated with lifting, 12-153; Bargaining calendar, 7-140; Compensation in the construction industries in large metropolitan areas, 10-48; Economic projections to 1990, 6-106; Employee benefits in industry, 1980, 7-36; Employee benefits in medium and large firms, 12-12; Geographic profile of employment and unemployment, 1980, 6-107; Guide to seasonal adjustment of labor force data, 6-108; Injuries related to servicing equipment, 1-182; Occupational employment in transportation, communications, utilities, and trade, 7-131; Occupational injuries and illnesses by industry, 1980, 7-206 Productivity measures for selected industries, 1954-80, 7-190; Supplement to employment and earnings, states and areas, data for 1977-80, 8-27; U.S. Department of State indexes of living costs abroad and quarters allowances, 6-30; Wage differences among large city governments and comparisons with industry and Federal pay, 1975-76, 5-29
U.S. Bureau of the Census, City employment in 1980, 7-37; Finances of employee-retirement systems of state and local governments in 1980-81, 8-172; Labor-management relations in state and local government, 1980, 2-113
U.S. Civil Service Commission, Guide to the setting of appropriate cutting scores for written tests, 4-203
U.S. Commission on Civil Rights, Affirmative action in the 1980s: dismantling the process of discrimination, 1-59; Confronting racial isolation in Miami: a report of the United States Commission on Civil Rights, 9-49;

Consultations on the affirmative action statement of the U.S. Commission on Civil Rights, 12-41; Nonreferral unions and equal employment opportunities, 6-56
U.S. Congress, House, Committee on Government Operations, Compensating and rehabilitating injured Federal workers, 5-44; Failure of Federal departments and agencies to collect audit-related debts, 12-140; Improving the administration of the civil service disability retirement program, 4-191
U.S. Congress, House, Committee on House Administration, Report of the Clerk of the House from January 1, 1982 to March 31, 1982, 7-38; Report of the Clerk of the House from July 1, 1981 to September 30, 1981, 3-36
U.S. Congress, House, Committee on Post Office and Civil Service, Civil service retirement system; history, provisions, and financing, 1-179; Cost of shutting down Federal government on November 23, 1981, 6-9; Current salary schedules of Federal officers and employees together with a history of salary and retirement annuity adjustments, 7-39; Review of the Federal employees health benefits program, 9-92
U.S. Congress, Senate, Report of the Secretary of the Senate from October 1, 1981 to March 31, 1982, 7-40
U.S. Congress, Senate, Committee on Governmental Affairs, Restructuring the civil service retirement system, 3-194
U.S. Congress, Senate, Committee on Labor and Human Resources, Committee analysis of Executive Order 11246 (the affirmative action program), 8-54
U.S. Congress, Senate, Special Committee on Aging, Developments in Aging: 1979, 3-195; Social security in Europe: the impact of an aging population, 5-181
U.S. Congressional Budget Office, Cost of potential layoffs under the administration's Federal employment reduction program, 4-185; Disability compensation: current issues and options for change, 12-13; Effects of eliminating public service employment, 6-185; Improving youth employment prospects, 5-219; Railroad retirement system: benefits and financing, 4-192; Work and retirement: options for continued employment of older workers, 11-99
U.S. Department of Defense, Defense management education and training, 4-208; Military-civilian occupational source book, 2-134
U.S. Department of Education, Summary of existing legislation relating to the handicapped, 5-76
U.S. Department of Health and Human Services, Medicare and medicaid data book, 1981, 7-117
U.S. Department of Justice, Criminal justice careers guidebook, 12-102
U.S. Department of the Army, Civilian personnel management annual evaluation, 4-166; General performance appraisal system: supervisor's guide, 6-153; Supervisor's and employee's guide to reduction in force and other realignment actions, 7-200
U.S. Employment and Training Administration, Criminal justice careers guidebook, 12-102; National apprenticeship program, 12-172
U.S. Equal Employment Opportunity Commission, Analysis of pre-complaint counseling and complaint processing data submitted by Federal agencies, 12-64; Annual report, FY 1981, 11-67; Equal employment opportunity report - 1980; job patterns for minorities and women in private industry, 11-47; Equal employment opportunity report - 1979; job patterns for minorities and women in private industry, 1-60; Minorities and women in state and local government, 11-48
U.S. Federal Labor Relations Authority, A guide to the Federal Service Labor-Management Relations Statute, issued by the Office of Operations and Technical Assistance, 3-130
U.S. Federal Prevailing Rate Advisory Committee, Annual report 1981, 11-23
U.S. General Accounting Office, Access to certain consulting service contract information, 9-33; Actions needed to enhance the credibility of Senior Executive Service performance award programs, 2-73; Additional improvements needed in the National Survey of Professional, Administrative, Technical, and Clerical Pay, 9-29; Advances in automation prompt concern over increased U.S. unemployment, 10-112; Agency implementation of cost accounting standards, 7-196; Assessment of Federal agency compliance with the Service Contract Act, 11-24; Better guidance is needed for determining when examining authority should be delegated to Federal agencies, 10-12;

Budget and staffing information for Congressional liaison offices of 19 selected Federal departments and agencies, 6-183; Change is needed in overseas staffing procedures to better assure consistency with U.S. program objectives, 6-145; Civil service reform: an annotated bibliography, 12-6; Civil service reform after two years, 4-19; Civilianizing certain Air Force positions could result in economies and better use of military personnel, 11-14; Comparison of collectively bargained and administratively set pay rates for Federal employees, 9-30; Computation of cost-of-living allowances for Federal employees in foreign areas could be more accurate, 6-31; Computation of cost-of-living allowances for Federal employees in nonforeign areas could be more accurate, 6-32; Constituent's complaint about the restriction on Federal employees using foreign-flag air carriers, 8-200; Cost of increased retirement benefits for Panama Canal employees, 9-159; Cost-of-living allowances for Federal employees in nonforeign areas should be based on spendable income, 7-41; Delegated personnel management authorities: better monitoring and oversight needed, 11-115; DOD and Rand Corporation studies do not provide an adequate basis for deciding on a military physician assistant grade structure, 6-94; Department of Justice needs to address the problem of two personnel investigations being conducted on all Bureau of Prisons employees, 9-93; Effects of the Presidential transition on the senior executive service, 6-65; Employment trends and grade controls in the DOD general schedule work force, 3-175; Federal agencies should use good measures of performance to hold managers accountable, 12-115; Federal and contractor employee travel and relocation cost reimbursements differ, 9-154; Federal audit function in the territories should be strengthened, 9-149; Federal employee use of off-campus college and university programs, 6-214; Federal employees excluded from certain provisions of the Civil Service Reform Act of 1978, 8-14; Federal life insurance changes would improve benefits and decrease costs, 3-109; Framework for assessing job vulnerability to ethical problems, 6-58; Fraud in government programs: how extensive is it? how can it be controlled? 1-46; Increased agency use of efficiency guidelines for commercial activities can save millions, 5-173; Information on persons 60 years or older employed by area agencies on aging, 9-120; Injury compensation process delays prompt payment of benefits to Federal workers, 6-52; Less sole-source, more competition needed on Federal civil agencies' contracting, 7-197; Observations on the Office of the Special Counsel's operations, 6-184; Overseas allowances and benefits, 5-134; Part-time employment in the Federal government, 12-69; Pension losses of contractor employees at Federal installations can be reduced, 6-199; Personnel conversions during presidential transitions, 7-17; Postal Service needs stricter control over employee absences, 11-2; Potential problem with Federal tax system postemployment conflicts of interest can be prevented, 6-59; Problems with the Small Business Administration's merit appraisal and compensation system, 2-21; Proposal to lower the Federal compensation comparability standard has not been substantiated, 3-37; [Proposed regulations of the Office of Personnel Management governing pay administration and hours of duty], 8-28; Recent government-wide hiring freezes prove ineffective in managing Federal employment, 6-168; Savings from 1981 and 1982 personnel ceiling reductions, 5-151; Serious problems need to be corrected before Federal merit pay goes into effect, 2-22; Social Security Administration policies for managing its administrative law judges, 4-57; Staffing levels in the Department of Education, 4-168; Stronger Federal efforts needed for providing employment opportunities and enforcing labor standards in sheltered workshops, 6-92; Terminating benefits to economically recovered disability retirees should be more timely, 10-181; Tightening eligibility standards could cut involuntary retirement costs by millions of dollars, 5-182; Travel by certain noncareer government officials, 9-62; Uniform guidelines in employee selection procedures should be reviewed and revised, 12-42; Use of Federal employees as personal aides to Federal officials in selected departments and agencies, 12-7

U.S. General Services Administration, Work-at-home experiment, 10-186

U.S. Joint Financial Management Improvement Program, Federal financial management directory, 1981-1982, 2-179

U.S. Library of Congress, Administration and operation of the Freedom of Information Act, 5-72; Pro-con analysis of H.R. 4717, a bill relating to Federal personnel ceilings and contracting activities, 12-126

U.S. Merit Systems Protection Board, Breaking trust: prohibited personnel practices in the Federal service, 5-14; Elusive bottom line: productivity in the Federal workforce, 8-62; Other side of the merit coin: removals for incompetence in the Federal service, 6-194; Report on the senior executive service, 6-66; Study of MSPB appeals decisions for FY 1980, 11-3; Whistleblowing and the Federal employee, 1-47

U.S. National Center for Education Statistics, Faculty salaries, tenure and benefits 1980-81, 2-23

U.S. National Center for Health Statistics, Working women and childbearing, 6-222

U.S. National Institute for Occupational Safety and Health, Potential health hazards of video display terminals, 5-41; Select research reports on health issues in video display terminal operations, 5-42

U.S. National Science Foundation, Science and engineering employment: 1970-1980, 1-188; Women and minorities in science and engineering, 8-175

U.S. Office of Management and Budget, Proposal for a uniform Federal procurement system, 1-153

U.S. Office of Personnel Management, Alternative work schedules experimental program, 2-91; Annual report of employment by geographic area, December 31, 1980, 11-15; Assessing the distribution of minorities and women in relevant labor markets, 7-66; Biographical questionnaires and scored application blanks in personnel selection, 3-7; Communications Training Institute curriculum catalog, FY83, 10-202; Development of a procedure for examining trades and labor applicants for promotion to first-line supervisor, 3-209; Development of generalizable work behavior categories for a synthetic validity model, 2-98; Developmental assignments: a guide for SES candidates, 5-71; Employee training in the Federal service, fiscal year 1980, 3-211; Employment of mentally restored persons in the Federal service, 2-84; Equal employment opportunity statistics, November 1980, 8-55; Executive resources management; roles and functions, 5-57; FED facts 13 [on] reductions in force in Federal agencies, 3-184; 6-190; FED facts 15 [on] Federal labor relations, 3-131; FED facts 19 [on] how your GS job is classified, 3-174; 12-125; FED facts 23 [on] severance pay, 3-38; FEGLI; Federal Employees' Group Life Insurance, 3-110; FEORP resources notebook, 3-74; Federal employees health benefits program, 2-94; Federal employment of cooperative education students; FY 1979, 3-212; Federal fringe benefit facts, 1980, 1-31; Federal government entrance salaries, 7-42; Federal Job Information Centers; directory, 3-12; Federal training guide, 8-192; For merit pay pool managers...merit pay in 1980: lessons learned, 8-29; Handbook of job analysis for reasonable accommodation, 7-121; Handbook of selective placement of persons with physical and mental handicaps in Federal civil service employment, 4-85; How to prepare and conduct job element examinations: supplement, 12-167; Identifying sources of organizational conflict, 8-140; Index of Federal labor relations cases, July 1, 1981, 2-114; Index to information, 1-90; Individual development planning guide for SES candidates, 10-88; Information for annuitants, 3-196; Just the beginning...personnel systems improvement in states and local government, 4-17; Labor agreement expirations in the Federal service, January 1, 1982-June 30, 1982, 2-115; Legislative and regulatory reforms in state and local personnel systems, 4-18; Manual for evaluating applicants for promotion to Federal trades and labor first-line supervisory positions, 10-196; Merit pay systems design, October 1981, 2-24; OPM; the government's trainer, 12-173; OPM; the year in review, 1981, 11-16; Occupations of Federal blue-collar workers, October 31, 1980, 2-9; Occupations of Federal white-collar workers, October 31, 1980, 2-10; Organizational assessments of the Civil Service Reform Act; review of contract progress and CSRA implementation, report for fy 1980, 2-11; Organizational assessments of the effects of civil service reform; a report for the period December 12, 1979 through September 1, 1980, 2-12;

Organizational assessments of the effects of civil service reform; second year report for fiscal year 1981, 10-27; 10-28; 10-29; Pay rates of the general schedule, 1972-1981, 3-39; Pay structure of the Federal civil service, 3-40; 8-30; Presidential Management Intern Program, 1981-82, 3-111; Presidential Management Intern Program; guidance to graduate schools, 3-112; Reasonable accommodation for deaf employees in white collar jobs, 8-92; Report on the organizational assessments of the effects of civil service reform through November 15, 1980, 2-13; Salary table no. 67, executive branch of the government, 1-32; Supervisory Training Institute; curriculum catalog, 9-164; Training and educational programs in automatic data processing, 4-209; Union recognition in the Federal government, 10-115; Veterans' preference in Federal employment, 9-20; Veterans readjustment appointments; questions and answers about a program of assistance to Vietnam veterans, 8-15; Your retirement system, 7-202

U.S. Office of Personnel Management. Northwest Region, Resource allocation manual for Special Emphasis Program managers, 7-67

U.S. President, Employment and training report of the President, 3-121

U.S. President, 1981- (Ronald Reagan), Federal civilian and military pay increases, 1-33; 12-14; Federal civilian pay increases, 10-49; Overseas employment. Executive Order 12362, 7-163 President's Private Sector Survey on Cost Control in the Federal Government. Executive Order 12369, 8-168

U.S. Public Health Service, Recurrent shortage of registered nurses, 1-98; Source book - nursing personnel, 8-94; Survey of dental benefit plans, 7-118; Treatment services for drug dependent women, 2-211; Working women and childbearing, 6-222

U.S. Small Business Administration, Setting up a pay system, 12-15

U.S. Social Security Administration, Personnel data; year ending June 30, 1981, 9-21; Social security handbook, 11-142

U.S. Veterans Administration, Federal benefits for veterans and dependents, 3-13

Urquhart, Michael A., Employment situation in 1981, 5-98

Ury, William, Getting to yes: negotiating agreement without giving in, 4-96

Utt, Charles T., Flow-process charts, 4-218

Utter, Carol M., Labor turnover in manufacturing, 8-117

Uveges, Joseph A., Jr., Public administration: history and theory in contemporary perspective, 5-170

V

Vaaler, Thomas P., Job evaluation and pay plan for Jackson County, 10-107; Leader's guide on performance standards and organization concepts, 10-146

Vaid-Raizada, Vishist K., Multi-ethnic corporations and inter-ethnic conflict, 2-83

Valenti, Jack, Speak up with confidence, 8-78

Vance Bibliographies, Administration of public pension plans at the state and local level, 7-203; Changing American work schedule, 3-105; Flexible work hours and transportation, 5-80; Introduction to project planning and management for public organizations, 3-145; Mentoring system of developing managers, 12-61; Personal liability of public administrators, 3-14; Planning for skilled manpower in the 1980's, 3-230; Public executives' teams: presidential appointments, 3-79; Selected bibliography of interorganizational relations in the public sector: 1960-1980, 5-174;

Van Cleve, Roy R., Human resources administration: curriculum for a profession, 9-135

VandenBos, Gary R., Health service providers in psychology, 2-174

van der Merwe, R., Consistency in interorganizational labour turnover, 11-82

Van de Ven, Andrew H., Perspectives on organization design and behavior, 4-146

VanGundy, Arthur B., Training your creative mind, 12-18

van Loggerenberg, Bazil J., Productivity measurement and the bottom line, 5-163

Van Til, Jon, Leadership and followership, 11-85

van Rijn, Paul, Biographical questionnaires and scored application blanks in personnel selection, 3-7

Vaughn, Dennis H., Employment quotas -- discrimination or affirmative action? 6-57

Vaughn, Robert G., Opinions of the Merit Systems Protection Board: a study in administrative adjudication, 5-15

Vaught, Bobby C., Are your management development programs working? 1-89

Vecchio, Robert P., Contingent-noncontingent compensation controversy, 8-31; Futher test of leadership effects due to between-group variation and within-group variation, 7-146; Situational and behavioral moderators of subordinate satisfaction with supervision, 1-113; Social influence interpretation of worker motivation, 6-138

Vella, Carolyn M., Employment at will, 10-177

Vermont Advisory Committee to the U.S. Commission on Civil Rights, Sexual harassment on the job, 12-23

Versagi, Frank J., What American labor/management can learn from Japanese unions, 9-99

Verser, Gertrude C., Psychology in industrial organizations, 8-154

Vetter, Betty M., Supply and demand for scientists and engineers, 5-190; Women scientists and engineers, 2-187

Vichas, Robert P., Locking out computer crime, 9-42

Vickery, Hugh B., III, Manage the flood of information, don't be managed by it, 8-123

Vickroy, Stephen C., Effects of temperature, clothing, and task complexity on task performance and satisfaction, 4-237

Vietri, Lois T., Women in the higher civil service, 6-72

Villadsen, Alice W., Combining home and career responsibilities, 1-74

Vineberg, Robert, Prediction of job performance: review of military studies, 12-116

Virginia Employment Commission, Wage rates & fringe benefits for selected occupations paid by Virginia manufacturers, 1981, 1-34

Visser, Carla, What we can learn from the Japanese about QCs, 9-142

Viveros-Long, Anamaria, Balancing jobs and family life, 6-95

Vocino, Thomas, Contemporary public administration, 1-147

Vogel, Alfred, Employee surveys: the risks, the benefits, 4-6

Vogel, David, Corporations and their critics; issues and answers to the problems of corporate social responsibilities, 1-135

Vogelgesang, Peter, Small company experience, 4-238

Vogelsang-Coombs, Vera, Reorganizations and reforms: promises, promises, 7-16

Von Oech, Roger, Mind as a management tool, 4-35

Von Ward, Paul, Dismantling the pyramid: government by the people, 6-10

W

Waddell, Geneva, Simulation, 3-220

Waelde, David E., How to get a Federal job or survive a RIF, 5-97

Wagner, John F., What business can do to cut health-care costs, 9-43

Wagner, Thomas E., Public employee collective bargaining in the absence of enabling state legislation, 2-116

Wagner, William G., Assisting employees with personal problems, 12-17

Wagoner, George A., Quality of the Certified Professional Secretary examination, 4-204

Waks, Jay W., Sexual harassment in the work place, 3-54; "Sexual shakedown" in perspective, 6-44

Waldie, K. F., Learning potential of the dominant personality within small intensive-training groups, 4-210

Walker, James W., Building blocks of human resource management, 5-148

Walker, Jon E., Men and women at work, 9-194

Walker, Lawrence R., Beyond expectancy theory, 6-139

Wallace, Andrew M., Work sharing is seen as weapon against unemployment, 4-95

Wallace, Phyllis A., Women in the workplace, 10-210

Wallace, Virginia, Trends in public sector arbitration, 6-110

Wallace-Schutzman, Fran, Burnout among career development professionals, 4-45

Walsh, Sandra A., Planning for skilled manpower in the 1980's: a selected bibliography, 3-230

Walshok, Mary L., Blue-collar women, 10-209

Walter, J. Jackson, The Ethics in Government Act, conflict of interest laws and Presidential recruiting, 2-51

Walters, Roy W., Continuing personnel challenge; roundtable report, 7-174

Waltz, Anne, Integrating disabled workers into your workforce, 3-98

Wanous, John P., Realistic job preview as a persuasive communication, 11-83
Ward, Dan L., $34,000 layoff, 6-191
Ward, Nick, Why sales managers need more and better management training, 6-84
Warr, Peter, Paid employment and women's psychological well-being, 9-189
Warren, Lynn, Role of human resources in strategic planning, 3-171
Wass, Donald L., Management time: who's got the monkey? 6-131
Wasserman, Barbara P., Employee high blood pressure program of the National Institutes of Health, 6-50
Waters, Brian K., Test score decline, 7-213
Waters, James A., Expression of affect and the performance of decision-making groups, 4-81; Managerial assertiveness, 11-58
Watson, Charles A., Job selection process, 1-117
Watson, Charles E., Results-oriented managing, 3-146
Watson, Glegg, Black gamesman, 9-55
Watson, Kathleen M., Analysis of communication patterns, 4-99; Methodology for the study of organizational behavior at the interpersonal level of analysis, 10-98
Watson, Philippa, Social security law of the European communities, 5-183
Watson, Tony J., Group ideologies and organizational change, 10-19
Watts, Gordon E., Staff development: a time for appraisal, 5-205
Wayne, George, Examination of selected statutory licensing requirements for psychologists in the United States, 4-175
Wearne, S. H., Engineers' managerial tasks, 4-197
Weatherspoon, Floyd D., Survey: sexual harassment on the job, 6-45
Weaver, Carolyn L., Understanding the sources and dimensions of crisis in social security, 7-204
Webb, James T., Licensed psychologists on the increase, 1974-1979, 2-174
Webber, Ross A., Of time and the manager, 5-121; To be a manager; essentials of management, 11-90
Webster, Thomas C., Therapeutic perspective of health care productivity, 5-159
Weigel, Randy, Managing stress, 3-66
Weihrich, Heinz, Hierarchy and network of aims, 2-130; How to set goals that work for your company, 4-133
Weiner, Nan, Japanese wage system, 3-41
Weinstein, Laurence M., Collecting training cost data, 10-203; How the training dollar is spent, 11-161
Weinstein, Robert, Ranking occupations as risky income prospects, 3-24
Weinstock, Bonnie S., Section 8(a)(1) protection for managerial, confidential, and supervisory personnel, 11-133
Weir, Tamara, Impact of occupational demands on nonwork experiences, 4-69
Weiss, Howard M., Effects of life and job stress on information search behaviors of organizational members, 4-48
Weiss, W. H., Supervise the job--don't do it, 10-188
Weisz, William J., Meeting the Japanese challenge to American industry; a participative management program (PMP), 7-168
Weldon, Norman R., Meeting expectations: new MBAs and their employers, 1-88
Weldon, Thomas D., Meeting expectations: new MBAs and their employers, 1-88
Wellington, James K., Management succession at Arizona Public Service, 4-58
Wells, Everett R., Quality circles at Hughes Aircraft, 10-136
Wells, Ronald G., Guidelines for effective and defensible performance appraisal systems, 12-117
Welsch, Harold P., Inter-relationships between organizational commitment and job characteristics, job satisfaction, professional behavior, and organizational climate, 2-215
Welsh, Ann, Perceived task characteristics and employee performance, 1-106
Wendler, Eric R., Dimensionality of leader-subordinate interactions, 11-84
Werner, Simcha B., Political reversibility of administrative reform: a case study of the United States Postal Service, 12-141
Werther, William B., Jr., Out of the productivity box, 11-125; Quality circles and corporate culture, 10-140
West, Candace, Why can't a woman be more like a man? 4-66
West, J. M., Productivity and pay: a survey of workers' perceptions, 12-10
Westcott, Diane N., Blacks in the 1970's: did they scale the job ladder? 8-56
Westerman, Mel, Salary comparisons between academic librarians and instructional faculty, 9-31
Westley, Laurie A., Territorial issue: a study of women in the construction trades, 5-209

Wexley, Kenneth N., Developing and training human resources in organizations, 11-162; Sex effects on performance ratings in manager-subordinate dyads, 10-147

Whaley, George L., Controversy swirls over comparable worth issues, 6-33

Whatley, Arthur A., Personnel management in action; skill building experiences, 3-170

Wheat, Richard A., Federal flexitime system, 5-81

Whellan, Floyd, Evolution of a staff development system, 12-55; 12-174

Whetten, David A., Perceptions of organizational effectiveness over organizational life cycles, 1-134

Whitaker, Leslie, Executive recruiters: a directory, 3-91

White, Anthony G., Personal liability of public administrators, 3-14; Public executives' teams: presidential appointments; a selected bibliography, 3-79

White, Frank M., Perceived determinants of high and low productivity in three occupational groups, 2-172

White, Karen O., Assessing the distribution of minorities and women in relevant labor markets, 7-66

White, Mark S., International executive compensation, 3-87

White, Michael C., Comment on the dimensionality and reliability of the Women as Managers Scale (WAMS), 2-54

White, Orion F., Jr., Strategies for implementing senior advisor programs, 11-64

White, Robert N., State grievance and appeals systems, 1-91

White House Conference on Aging, Chartbook on aging in America, 1-133; Executive summary of technical committee on older Americans as a growing national resource, 5-128; Report of technical committee on creating an age integrated society, 5-175; Report of technical committee on employment, 5-129; Report of technical committee on retirement income, 5-184

Whiteside, Kathleen, Toning down young trainers--without turning them off, 7-221

Whitney, Gary G., Before you negotiate: get your act together, 10-100

Whyte, Adrienne A., Workers' compensation: the Federal experience, 2-43

Wiener, Leonard, Deferred pay: new way to save for retirement, 4-29

Wiener, Yoash, Commitment in organizations, 10-215

Wiersum, Melvin J., "I was fired!" 11-134

Wigdor, Alexander K., Ability testing, 3-208

Wiggers, T. Thorne, Burnout among career development professionals, 4-45

Wigglesworth, David C., Using educational technology in international training, 11-159

Wigington, John H., Career maturity aspects of the Kuder Occupational Interest Survey, 4-141

Wilcox, John C., Controversy over PACE: an examination of the evidence and implications of the Luevano consent decree for employment testing, 11-150

William M. Mercer, Inc., Review of the Federal employees health benefits program, 9-92

Williams, Earle C., Political issue: government competing with the private sector, 7-198

Williams, James D., State of black America 1982, 6-136

Williams, Loi D., Off to a good beginning, 11-101

Williams, Martha E., Annual review of information science and technology, 9-117

Willis, B. S., Differential effects of supervisor verbal feedback and feedback plus approval on institutional staff performance, 2-147

Wilpert, Bernhard, Competence and power in managerial decision-making; a study of senior levels of organization in eight countries, 2-62

Wilson, Albert L., Quality circle participation should not be included on performance evaluations, 4-155

Wilson, Carole W., Breaching the next barricade; pay equity for women, 7-43

Wilson, Guy, Comparable worth--a socioeconomic issue for the eighties, 1-35

Wilson, Joseph W., Can public pension plans survive under PERISA? 10-182

Wilson, Juanita, Mothers' contemporary career decisions, 11-171

Wilson, Lawrence E., Servant approach to leadership, 5-109

Wilson, Marilyn, They put their trust in blind trusts, 6-62

Wilson, Mark A., Factors affecting the consensus judgment process in managerial assessment centers, 4-4

Wilson, Patricia G., Co-training, 11-165

Wilson, Thurlow R., On-the-job training and social learning theory, 5-203

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Winchell, Tim E., Sr., Federal position control programs in an era of cutback management, 11-120
Winer, Leon, Sales compensation system that maximizes motivation and economy, 7-44
Wing, Hilda, Statistical hazards in the determination of adverse impact with small samples, 5-9
Wingo, Walter S., Executives' pay goes up, up and away, 7-88
Winslow, Erik K., "Step aside and let a pro do it!" 8-184
Winstanley, Nathan B., Are merit increases really effective? 6-34
Winter, Ralph E., Pay raises start to shrink, signaling possible long-term fall in inflation, 8-32
Wisniewski, Stanley C., Achieving equal pay for comparable worth through arbitration, 12-16
Witney, Fred, Labor relations, 3-128
Witt, Gary A., Six media guidelines for memorable training, 4-219
Witthus, Rutherford, Information science as a profession, 9-117
Wolf, James F., Strategies for implementing senior advisor programs, 11-64
Wolf, Lawrence, Organizationally dysfunctional consequences of flexible work hours: a general overview, 9-84
Wolfbein, Seymour L., Planning for the U.S. labor force of the '80s, 7-132
Wolohojian, George G., Resource scarcity and the reform model: the management of retrenchment in Cincinnati and Oakland, 2-126
Womack, William M., What you should know about stress, 3-65
Wood, Donald A., Relation between work values and the perception of the work setting, 2-108
Wood, Geoffrey, Examining statistics on the higher civil service, 4-20
Wood, Linda B., Sex discrimination in employment, 5-208
Wood, Orrin G., Jr., Your hidden assets; the key to getting executive jobs, 11-77
Wood, Patricia B., 171 workbook, 8-105
Woodford, Joseph J., Supervisor's guide to documentation and file building for employee discipline, 7-50
Woodhall, M. A., Work and people: an economic evaluation of job-enrichment, 8-10
Woodward, S. N., Performance in planning a large project, 8-82
Woodward, William R., "Discovery" of social behaviorism and social learning theory, 1870-1980, 7-217
Woodworth, Warner, Employee ownership and industrial relations: the Rath case, 7-166; Organization development, 7-8
Wooten, Bob, Using appraisals to set objectives, 1-145
Work in America Institute, Inc., Innovative work practices, 12-190; Sharing the gains of productivity, 6-35; White-collar productivity, 6-174
World Conference on Cooperative Education, Strategy for the development of human and economic resources, 7-218
World Future Society, Future survey annual, 1980-81; a guide to the recent literature of trends, forecasts, and policy proposals, 6-109
Wortman, Max S., Jr., Strategic management and changing leader-follower roles, 11-85
Wright, Norman H., Jr., Productivity/QWL, 4-173; 6-175
Wright, Sylvia H., Why is effective employee evaluation critical? 6-154
Wulf, Gary W., Earned time: an answer to the dilemma of benefits administration, 6-124
Wyatt, Leta, Just the beginning...personnel systems improvement in states and local government, 4-17
Wydra, Frank T., Toning down young trainers --without turning them off, 7-221
Wylie, Peter, Problem employees; how to improve their performance, 3-203
Wyly, Thomas J., Work ethic in business; proceedings...,3-227

Y

Yager, Ed, Can you bring the necessary HRD innovations to the '80s? 2-158
Yankelovich, Daniel, Work ethic is underemployed, 6-103
Yao, Margaret, Middle-aged officials find new group hit by slump: themselves, 10-178
Yarwood, Dean L., Advertising and publicity programs in the executive branch of the national government, 4-181
Yates, Douglas, Bureaucratic democracy, 8-16
Yeager, Dewey A., Understanding--and adapting--your instructional style, 2-203
Yeager, Joseph, Coaching the executive, 12-62
Yeager, Samuel J., Fostering the development of professionalism, 5-169

Yen, Wendy M., Obtaining some degree of correspondence between unequatable scores, 12-168

Yetton, Philip W., Individual versus group problem solving, 7-102

Yorks, Lyle, Outplacement techniques, 11-132

Young, Benjamin I., Jr., Humanizing the workplace, 2-93

Young, James P., Why we should abolish performance appraisal, 6-155

Young, Joseph, Federal employees almanac, 1982, 3-11

Young, Mary J., Occupational health service, 6-51

Young, Victor L., Public administrator and the public interest, 4-74

Youngblood, Charles, Performance based supervisory development, 11-149

Yukl, Gary A., Leadership in organizations, 8-120

Z

Zachary, William B., Stepping over boundaries, 7-97

Zacur, Susan R., Pregnancy disability amendment, 3-34; 9-188

Zager, Robert, New work schedules for a changing society, 4-92

Zagoria, Sam, Must we choose: the right to strike v. interest arbitration? 6-114

Zammuto, Raymond F., Organization and rater differences in performance appraisals, 11-111

Zeleny, Milan, Multiple criteria decision making, 9-111

Zemke, Ron, Building behavior models that work, 4-222; But will trainees play them? 4-225; Can games and simulations improve your training power? 4-225; Dealing other people's products to start an HRD consulting practice, 7-46; Designing and delivering cost-effective training and measuring the results, 8-193; Feedback technology and the growing appetite for self-knowledge, 6-211; Figuring things out; a trainer's guide to needs and task analysis, 4-220; HRD degrees by mail, 2-204; Job competencies: can they help you design better training? 6-218; Job satisfaction, 6-104; Making dollars--and sense--out of the training market, 12-183; Models, games and simulations, 4-225; Trainer tally varies--depending upon who is counted, 12-183; Training budgets, 12-183; U.S. training census and trends report, 1982, 12-183; Who gets trained and how? 12-183; Why technical training will prosper in the '80s, 9-171

Zenger, John H., Assessing training results, 3-218

Zey-Ferrell, Mary, Predictors of faculty intent to exit the organization, 8-118

Zikmund, W. G., Discrimination in industrial employment, 8-51

Zillmer, Theodore W., Age impact on employee benefit costs is not a major problem for employers, 11-26

Zimmerer, Thomas W., Following the leader: how to link management style to subordinate personalities, 12-95

Zink, Vic, How to get along with a union, 9-100

Zippo, Mary, Equal pay for comparable work, 2-25

Ziska, Deborah, Lowering employe blood pressure--and costs, 1-50

SUBJECT INDEX

Items are arranged in chronological order
(January-December) under each subject.

* is used to identify items dealing with
Federal employment. This designation
is used even when a small segment of
the item is concerned with Federal service.

- ABSENTEEISM
  - Job absence and turnover control, 1-1.
  - Employed but not at work: a review of unpaid absences, 1-2.
  - Some unintended consequences of intention to quit, 6-118.
- ABSENTEEISM CAUSES--RESEARCH
  - On the use of shift as an independent variable in absenteeism research, 11-1.
  - Satisfaction of industrial workers as predictors of production, turnover, and absenteeism, 12-79.
- ABSENTEEISM CONTROL
  - Absenteeism, 3-1.
  - Simple punishment procedure for controlling employee absenteeism, 8-1.
- ABSENTEEISM CONTROL--ADMINISTRATION--EVALUATION
  - *Postal Service needs stricter control over employee absences, 11-2.
- ABSENTEEISM CONTROL--CASE STUDIES
  - Effect of gaming on attendance and attitude, 5-1.
- ABSENTEEISM CONTROL--METHODS
  - Absenteeism control methods, 9-1.
  - Solving attendance problems, 10-1.
- ABSENTEEISM CONTROL--RESEARCH
  - Mixed-consequence system for reducing overtime and unscheduled absences, 2-1.
  - Effects of attendance-contingent feedback and praise on attendance and work efficiency, 8-3.
  - Absenteeism control methods, 9-1.
- ABSENTEEISM--COSTS
  - *Department of Defense overtime and sick leave analysis, 12-96.
- ABSENTEEISM RATES
  - Female vs. male absence rates, 8-2.
- ABSENTEEISM--RESEARCH
  - Effects of flexitime on employee attendance and performance: a field experiment, 2-90.
  - Female vs. male absence rates, 8-2.
  - Extension of the Schmidt and Hunter validity generalization procedure to the prediction of absenteeism behavior from knowledge of job satisfaction and organizational commitment, 10-2.
  - Research in organizational behavior; an annual series of analytical essays and critical reviews, Vol. 4, 10-131.
  - Absenteeism and turnover: is there a progression? 12-91.
- ABSENTEEISM--STATISTICS
  - Employed but not at work: a review of unpaid absences, 1-2.
- ACCIDENTS
  - Workplace hazards--even in the office, 5-43.
- ACCIDENTS--PREVENTION
  - Thwarting workplace dangers, 4-193.
- ACCIDENTS--PREVENTION--CASE STUDIES
  - Safety through consensus, 4-194.
- ACCIDENTS--RESEARCH
  - Another look at the link between work injuries and job experience, 4-195.
- ACCIDENTS--STATISTICS
  - Injuries related to servicing equipment, 1-182.
  - Another look at the link between work injuries and job experience, 4-195.
  - Occupational injuries and illnesses by industry, 1980, 7-206.
  - Accidents involving eye injuries, 10-185.
- ACCOUNTANTS
  - *Effect of changing concepts of regulation on the accounting profession, 2-173.
  - Toward a code of ethics for management accountants, 11-51.
- ACCOUNTANTS--TRAINING
  - *Agency implementation of cost accounting standards, 7-196.
- ACHIEVEMENT MOTIVATION--RESEARCH
  - Achievement orientation, attainment values, and women's employment, 4-229.
- ADJUSTMENT (PSYCHOLOGY)--RESEARCH
  - Adaptation to work: an exploration of processes and outcomes, 3-224.
- ADMINISTRATIVE AGENCIES
  - Managing the end: death and dying in public organization, 5-172.
  - *Report of technical committee on creating an age integrated society, 5-175.

ADMINISTRATIVE AGENCIES--ADMINISTRATION
*CSA closedown--a myth challenged, 9-16.
ADMINISTRATIVE AGENCIES--ADMINISTRATION--EVALUATION
Improving performance in tax-supported agencies, 6-181.
*Another blitz on inefficiency, 8-163.
President's Private Sector Survey on Cost Control in the Federal Government, 8-168.
*Failure of Federal departments and agencies to collect audit-related debts, 12-140.
ADMINISTRATIVE AGENCIES--CASE STUDIES
*CSA closedown--a myth challenged, 9-16.
Political reversibility of administrative reform: a case study of the United States Postal Service, 12-141.
ADMINISTRATIVE AGENCIES--COSTS
*Cost of shutting down Federal government on November 23, 1981, 6-9.
ADMINISTRATIVE AGENCIES--EVALUATION
*We're in it together, 9-145.
ADMINISTRATIVE AGENCIES--RULES AND PRACTICE
Legislative and regulatory reforms in state and local personnel systems, 4-18.
ADMINISTRATIVE AGENCIES--STATISTICS
*Budget and staffing information for Congressional liaison offices of 19 selected Federal departments and agencies, 6-183.
ADMINISTRATIVE ASSISTANTS
How to be an assistant-to, 2-132.
ADMINISTRATIVE ASSISTANTS--RESPONSIBILITIES
Role of the executive secretary/administrative assistant in the office of the future as perceived by personnel administrators, office managers, and executives of selected businesses in Oklahoma, 12-101.
ADMINISTRATIVE LAW JUDGES
*"Hidden judiciary" and what it does, 12-44.
ADMINISTRATIVE LAW JUDGES--CHARACTERISTICS
*Law, politics, and decision: the administrative law judge and regulatory adjudication, 5-68.
ADMINISTRATIVE LAW JUDGES--EVALUATION
*Social Security Administration policies for managing its administrative law judges, 4-57.
ADMINISTRATIVE LAW JUDGES--HANDBOOKS, MANUALS, ETC.
Manual for administrative law judges, 8-166.
ADMINISTRATIVE LAW JUDGES--RESPONSIBILITIES
*When the curtain falls: separation of functions in the Federal administrative agencies, 2-75.
Law, politics, and decision: the administrative law judge and regulatory adjudication, 5-68.
ADMINISTRATIVE PROCEDURE
Manual for administrative law judges, 8-166.
ADULT EDUCATION
Adult education: newest tool for job hunters, 9-170.
Study circles: personal and professional fulfillment for employees, 9-185.
ADVERSE ACTIONS--APPEALS
*Rescuing Riffs: an overview of the Merit Systems Protection Board, 9-15.
ADVERSE ACTIONS--RESEARCH
*Study of the implementation and utilization of the Merit Systems Protection Board in adverse action cases, 5-2.
ADVERTISING--RECRUITMENT
Prescription for hiring headaches, 10-8.
ADVERTISING--RECRUITMENT--CASE STUDIES
Recruitment advertising and academic library directorships, 7-93.
AFFIRMATIVE ACTION
New American justice; ending the white male monopolies, 1-57.
Burden of proof/burden of remedy, 1-58.
Affirmative action in the 1980s: dismantling the process of discrimination, 1-59.
Long-range impact of "fair selection" standards on minority employment, 4-51.
Affirmative action 1981, 5-45.
*Supplemental statement before the Bipartisan Congressional Forum on Equal Employment Opportunity and Affirmative Action, 5-50.
Job ahead on equal employment regulations, 8-53.
*Annual report of the U.S. Equal Employment Opportunity Commission, 11-67.
Are older workers hurt by affirmative action? 11-98.
Consultations on the affirmative action statement of the U.S. Commission on Civil Rights, 12-41.
Without bias: a guidebook for nondiscriminatory communication, 12-43.
AFFIRMATIVE ACTION--ADMINISTRATION
*Resource allocation manual for Special Emphasis Program managers, 7-67.
Dealing with the EEO officer who files a discrimination complaint, 9-48.
AFFIRMATIVE ACTION--ADMINISTRATION--EVALUATION
Jobs: the pursuit of fairness, 5-48.

  Equal opportunity laws: some common problems, 6-53.
  *Sex in the shipyards: an assessment of affirmative action policy, 6-55.
  Committee analysis of Executive Order 11246 (the affirmative action program), 8-54.
  *EEOC bureaucrats foster a 'new racism' in U.S., 10-191.
AFFIRMATIVE ACTION--ANECDOTES, FACETIAE, SATIRE, ETC.
  Fire belles in the night, 5-47.
AFFIRMATIVE ACTION--CASE STUDIES
  Blue collar women? Yes! 3-222.
  Does tradition affect affirmative action results? how Pennsylvania achieved changes at the middle management level, 11-91.
  *Equal employment opportunity program in stress, 12-34.
AFFIRMATIVE ACTION--CASES
  Employment quotas -- discrimination or affirmative action? 6-57.
  *When antibias efforts seem to discriminate, 11-49.
AFFIRMATIVE ACTION--COMPARATIVE STUDIES
  *Sex in the shipyards: an assessment of affirmative action policy, 6-55.
AFFIRMATIVE ACTION--HISTORY
  New American justice; ending the white male monopolies, 1-57.
AFFIRMATIVE ACTION--LAW AND LEGISLATION
  *Equal employment opportunity as public policy, 11-44.
AFFIRMATIVE ACTION--STUDY AND TEACHING
  *Resource allocation manual for Special Emphasis Program managers, 7-67.
AFRO-AMERICAN COLLEGE GRADUATES--ATTITUDES
  Job orientation of black and white college graduates in business, 5-16.
AFRO-AMERICAN EXECUTIVES
  Black manager: making it in the corporate world, 6-61.
  Black managers: caught in the middle, 8-57.
AFRO-AMERICAN EXECUTIVES--ATTITUDES
  Styles of black management, 3-80.
AFRO-AMERICAN EXECUTIVES--CHARACTERISTICS
  Styles of black management, 3-80.
  *Executive stress and Federal supergrade executives; a comparative analysis of black and white executives, 8-64.
  Black gamesman, 9-55.
AFRO-AMERICAN POLITICAL EXECUTIVES
  Affirmative action in public administration in the South: a human resources approach, 1-55.
  *Black political executives and black political interests: 1961-1980, 7-83.
AFRO-AMERICAN SCIENTISTS--STATISTICS
  *Women and minorities in science and engineering, 8-175.
AFRO-AMERICANS--ATTITUDES--RESEARCH
  Influence of labor market discrimination on locus of control, 9-112.
AFRO-AMERICANS--DISCRIMINATION
  Performance appraisal: here comes the judge, 4-151.
AFRO-AMERICANS--DISCRIMINATION--RESEARCH
  Adverse impact from a psychometric perspective, 10-194.
AFRO-AMERICANS--ECONOMIC CONDITIONS
  State of black America, 1982, 6-136.
AFRO-AMERICANS--EMPLOYMENT
  Affirmative action in public administration in the South: a human resources approach, 1-55.
  Blacks in the 1970's: did they scale the job ladder? 8-56.
AFRO-AMERICANS--EMPLOYMENT--HISTORY
  Labor Department's first program to assist black workers, 8-50.
AFRO-AMERICANS--EMPLOYMENT--RESEARCH
  Black employment in municipal jobs: the impact of black political power, 8-124.
  Vocational behavior and career development, 1981, 11-175.
AFRO-AMERICANS--EMPLOYMENT--STATISTICS
  State of black America, 1982, 6-136.
AFRO-AMERICANS--MOBILITY
  Blacks in the 1970's: did they scale the job ladder? 8-56.
AFRO-AMERICANS--SELECTION
  Long-range impact of "fair selection" standards on minority employment, 4-51.
AFRO-AMERICANS--SOCIAL CONDITIONS
  State of black America, 1982, 6-136.
AGE DISCRIMINATION
  Conflict! Equal employment versus occupational health, 3-73.
  Education and training for middle-aged and older workers: policy issues and options, 3-157.
  Age Discrimination in Employment guidelines, 4-50.
  Women, work and age discrimination, 7-161.
  Are older workers hurt by affirmative action? 11-98.
AGE DISCRIMINATON--CASES
  Evaluating the older worker, 5-127.
  Aging of age discrimination--evolving ADEA interpretations and employee relations policies, 9-47.
AGE DISCRIMINATION--LAW AND LEGISLATION
  Age discrimination is a growing concern for employers, 3-72.
  *Old age, handicapped, and Vietnam-era anti-discrimination legislation, 4-52.
  Evaluating the older worker, 5-127.
  Aging of age discrimination--evolving ADEA interpretations and employee relations policies, 9-47.

AGED
  Report of technical commmittee on creating an age integrated society, 5-175.
AGED--CONFERENCES
  Chartbook on aging in America, 1-133.
AGED--STATISTICS
  Chartbook on aging in America, 1-133.
AGING--RESEARCH
  Effects of aging on work satisfaction, performance and motivation, 11-95.
AIR TRAFFIC CONTROL OPERATORS
  *Relationship between job satisfaction and psychiatric health symptoms for air traffic controllers, 3-118.
AIR TRAFFIC CONTROL OPERATORS--ATTITUDES
  *Management and employee relationships within the Federal Aviation Administration, 6-113.
AIR TRAFFIC CONTROL OPERATORS--UTILIZATION
  Professionalism pays off, 7-158.
AIR TRAVEL--LAW AND LEGISLATION
  *Constituent's complaint about the restriction on Federal employees using foreign-flag air carriers, 8-200.
ALCOHOLIC EMPLOYEES
  Going to the problem's source: why workers drink on the job (and why they shouldn't), 10-61.
ALCOHOLIC EMPLOYEES--COUNSELING
  Battling employee alcoholism, 7-61.
ALCOHOLIC EMPLOYEES--PERSONNEL POLICIES
  Problem of alcoholism in industry, 2-37.
  What to do about an alcoholic employee, 8-48.
ALCOHOLIC EMPLOYEES--REHABILITATION
  How alcoholism treatment pays for itself, 3-56.
  What to do about an alcoholic employee, 8-48.
ALCOHOLIC EMPLOYEES--REHABILITATION--ADMINISTRATION
  How alcoholism treatment pays for itself, 3-56.
  Battling employee alcoholism, 7-61.
ALCOHOLIC EMPLOYEES--REHABILITATION--CASE STUDIES
  Illinois Bell program helps troubled employees, 3-61.
ALCOHOLIC EMPLOYEES--STATISTICS
  Drug use in organizations, 8-46.
ALCOHOLISM
  Looking out for the executive alcoholic, 2-74.
ALIENATION--RESEARCH
  Effect of technology on alienation from work, 4-107.
  Effect of technology on alienation from work; testing Blauner's inverted U-curve hypothesis for 110 industrial organizations and 245 retrained printers, 9-191.
AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION
  Problem of professional ethics, 9-52.
APPEALS--DECISIONS
  *Opinions of the Merit Systems Protection Board: a study in administrative adjudication, 5-15.
APPEALS--PROCEDURES--EVALUATION
  *Study of MSPB appeals decisions for FY 1980, 11-3.
APPLICATION BLANKS
  Design and use of weighted application blanks, 9-101.
  Equal employment opportunity: are you overlooking the application form? 10-10.
APPLICATIONS FOR POSITIONS
  Don't make applicants feel like supplicants, 2-59.
  Review of state government employment application forms for suspect inquiries, 5-5.
  *Federal job winner's tips, 5-92.
  How to get the job that's right for you, 5-93.
  How employers view resumes, 5-95.
  *How to get a Federal job or survive a RIF, 5-97.
  *171 workbook, 8-105.
APPLICATIONS FOR POSITIONS--RESEARCH
  Review of state government employment application forms for suspect inquiries, 5-5.
APPOINTMENTS
  *Veterans readjustment appointments; questions and answers about a program of assistance to Vietnam veterans, 8-15.
APPRAISAL INTERVIEWS
  Systematic approach to performance appraisal, 3-165.
  Performance appraisal interview: a review, implications, and suggestions, 6-152.
  Benefits of leveling with employees: ROLM'S experience, 8-20.
  Preparing employees: the missing link in performance appraisal training, 8-146.
APPRAISAL INTERVIEWS--ADMINISTRATION
  Performance appraisal: the system is not the solution, 1-142.
APPRAISAL INTERVIEWS--METHODS
  Problem employees; how to improve their performance, 3-203.
APPRAISAL INTERVIEWS--RESEARCH
  Supervisor and subordinate reactions to performance appraisal sessions, 2-151.

APPRENTICESHIP
National apprenticeship program, 12-172.
ARBITRATION
Arbitrating the termination of a union activist, 3-189.
*Trends in public sector arbitration, 6-110.
Expediting the arbitration process, 7-139.
*Applying Collyer in the Federal sector, 8-111.
Achieving equal pay for comparable worth through arbitration, 12-16.
ARBITRATION--EVALUATION
*Arbitration issues for the 1980s, 8-110.
ARBITRATION--HANDBOOKS, MANUALS, ETC.
*Arbitration and the Federal sector advocate; a practical guide, 11-80.
ARBITRATION--RESEARCH
Pre- and post-intervention effects of conventional versus final offer arbitration, 2-112.
ARBITRATION--STATISTICS
*Arbitration results in the public sector, 9-97.
ARBITRATION--THEORY
Is arbitration really compatible with bargaining? 1-114.
ARBITRATORS
Arbitrator's employment status as a factor in the decision-making process, 6-111.
ARCHITECTURAL BARRIERS
Taking down the barriers, 8-91.
ASIAN AMERICANS--CHARACTERISTICS
Special employment issues for Asian Americans, 3-148.
ASIAN AMERICANS--EMPLOYMENT
Special employment issues for Asian Americans, 3-148.
ASSERTIVENESS TRAINING
Assertiveness not aggression; a management skill for the 80's, 6-208.
Value of assertiveness in interpersonal communication, 10-96.
ASSESSMENT CENTERS
How assessment centers are used to evaluate training's effectiveness, 4-3.
Critical look at some common beliefs about assessment centers, 9-3.
ASSESSMENT CENTERS--ADMINISTRATION--EVALUATION
Content validity of assessment center tests, 1-3.
ASSESSMENT CENTERS--CASE STUDIES
Assessment center and the study of lives, 4-2.
ASSESSMENT CENTERS--CASES
Validity of the assessment center approach and related issues, 9-2.
ASSESSMENT CENTERS--EVALUATION
Validity of behavioral assessment for predicting military recruiter performance, 4-1.
*Predictive validity study of an assessment center for research and development supervisors, 10-3.
Constructs and assessment center dimensions: some troubling empirical findings, 10-4.
ASSESSMENT CENTERS--HISTORY
Assessment center and the study of lives, 4-2.
ASSESSMENT CENTERS--RESEARCH
Factors affecting the consensus judgment process in managerial assessment centers, 4-4.
*Predictive validity study of an asessment center for research and development supervisors, 10-3.
Relationship between previous experience, intelligence and background characteristics of participants and their performance in an assessment centre, 11-4.
Transsituational variability in human performance within assessment centers, 11-5.
ASTRONOMERS--STATISTICS
*Survey of physics and astronomy bachelor's degree recipients, 1980-81, 6-200.
ATTITUDE CHANGE--CASE STUDIES
Effect of gaming on attendance and attitude, 5-1.
ATTITUDE CHANGE--RESEARCH
Realistic job preview as a persuasive communication, 11-83.
ATTITUDE SURVEYS
Employee attitude surveys--a new role for trainers? 4-5.
Employee surveys: the risks, the benefits, 4-6.
Making employee surveys work for your organization, 5-3.
Questionnaire design handbook, 6-2.
Warning: traditional employee attitude surveys don't work, 10-5.
Getting commitment by soliciting employee ideas, 12-73.
ATTITUDE SURVEYS--BIBLIOGRAPHY
Selected bibliography on employee attitude surveys, 1-4.
ATTORNEYS
*Ethical considerations of the Federal lawyer upon entering private practice, 7-68.
Model rules of professional conduct, 10-65.
New model reles of professional conduct: a report to the Bar, 10-66.
AUDITS, INTERNAL
*Fraud in government programs: how extensive is it? how can it be controlled? 1-46.

Human resource audit: an instrument for change, 6-160.

AUDITS, INTERNAL--ADMINISTRATION--EVALUATION
- Federal audit function in the territories should be strengthened, 9-149.
- Failure of Federal departments and agenciet to collect audit-related debts, 12-140.

AUSTRALIA
- Look at labor law in the land down under: industrial relations in Australia, 3-123.

AUTOMATION
- New in Japan: the manless factory, 1-160.
- Coming job crunch, 7-130.
- Office technology, paperwork, and productivity, 10-168.

AUTOMATION--ECONOMIC ASPECTS
- Advances in automation prompt concern over increased U.S. unemployment 10-112.

AUTOMOBILE DRIVERS--PAY
- *Use of Federal employees as personal aides to Federal officials in selected departments and agencies, 12-7.

AUTONOMY
- What to do with those dull, routine, repetitive, dead end jobs, 1-195.
- Semi-autonomous work groups and the social structure of the organization, 10-89.

AUTONOMY--RESEARCH
- Impact of personal control on performance: is added control always beneficial? 10-211.

AVERAGE GRADE--STATISTICS
- *Employment trends and grade controls in the DOD general schedule work force, 3-175.

B

BACK PAY
- *Interest in judgments against the Federal government: the need for full compensation, 7-26.

BACK PAY--CASES
- *Changes needed in the Federal employment discrimination laws, 10-34.

BEHAVIOR MODIFICATION
- Managerial reaction to the term behavior modification, 8-189.
- Your work patterns: are they worth dying for? 10-56.

BEHAVIOR MODIFICATION--RESEARCH
- Feedforward and feedback control of job performance through organizational behavior management (OBM), 12-74.
- Organizational behavior modification: a way to bridge the gap between academic research and real world application, 12-75.

BEHAVIOR MODIFICATION--STUDY AND TEACHING
- Organizational behavior modification: a way to bridge the gap between academic research and real world application, 12-75.

BEHAVIOR MODIFICATION--THEORY
- What behavior modeling training is all about and how it works, 9-183.

BINDING ARBITRATION
- Must we choose: the right to strike v. interest argitration? 6-114.
- Binding arbitration and public sector labor disputes, 7-134.

BIOFEEDBACK TRAINING
- Biofeedback: new uses in counseling, 3-47.

BIOGRAPHICAL INVENTORIES--EVALUATION
- Validity generalization and situational moderation in the life insurance industry, 2-194.
- Biographical questionnaires and scored application blanks in personnel selection, 3-7.

BIOGRAPHICAL INVENTORIES--RESEARCH
- Is it rational to be empirical? a test of methods for scoring biographical data, 10-11.

BIORHYTHMS
- Daily rhythms: a key to optimal performance, 7-103.

BLUE COLLAR WORKERS
- Getting and keeping women in nontraditional careers, 3-221.
- Blue collar women? Yes! 3-222.
- High-paying blue-collar jobs for women, 3-223.
- After the pioneers; prospects for women in nontraditional blue-collar jobs, 11-170.
- Blue-collar women; pioneers on the male frontier, 10-209.

BLUE COLLAR WORKERS--ATTITUDES
- Work satisfaction among women in nontraditional occupations, 11-75.

BLUE COLLAR WORKERS--PAY
- Wage rates & fringe benefits for selected occupations paid by Virginia manufacturers, 1981, 1-34.

BLUE COLLAR WORKERS--STATISTICS
- Women hard-hats losing ground as slum, budget cuts take toll, 5-207.

BONUS SYSTEM--COMPARATIVE STUDIES
- Awarding bonuses the Japanese way, 11-70.

BOREDOM
- Burnout--the headache of the 1980s, 3-120.
- Individual differences in boredom proneness and task effectiveness at work, 5-213.

BRAINSTORMING
Magic of your mind, 5-30.
BUDGET--U.S.--HISTORY
Congressional spending, 4-178.
BUREAUCRACY
Toward a critical theory of public organization, 2-176.
*With justice for all, 3-182.
*Dismantling the pyramid: government by the people, 6-10.
Bureaupathology: the denigration of competence, 6-79.
*Reaganism and managing the government, 7-13.
*Federal management: pathological problems and simple cures, 7-15.
Public administration in America, 7-194.
Bureaucratic experience, 7-195.
Bureaucratic democracy; the search for democracy and efficiency in American government, 8-16.
*Bureaucracy and policy implementation, 8-165.
*Holding government bureaucracies accountable, 9-148.
Bureaucratic malaise in the modern spy novel: Deighton, Greene and LeCarre, 12-139.
White-collar productivity and the growth of administrative overhead, 10-155.
BUREAUCRACY--ANECDOTES, FACETIAE, SATIRE, ETC.
Fuzzify! Borenwords and strategies for bureaucratic success, 10-20.
BUREAUCRACY--COMPARATIVE STUDIES
*Rational politicians and rational bureaucrats in Washington and Whitehall, 7-11.
BUREAUCRACY--HISTORY
Short, ironic history of American bureaucracy, 11-13.
BUREAUCRACY--THEORY
Research in organizational behavior; an annual series of analytical essays and critical reviews, Vol. 4, 10-131.
BUSINESS CONSULTANTS
Role of the internal consultant, 6-37.
When the slump helps service firms prosper, 6-38.
BUSINESS ETHICS
Manager as moralist, 3-76.
Corporate responsibility, 9-67.
BUSINESS ETHICS--CONFERENCES
Work ethic in business; proceedings..., 3-227.
BUSINESS REPORT WRITING
Writing for decision makers; memos and reports with a competitive edge, 10-71.

C

CAFETERIA COMPENSATION
Cafeteria approach: seeking the best of all possible worlds, 5-24.
Productivity pay, 6-29.
Firms find recession a good time to reduce employee benefit costs, 10-42.
CAFETERIA COMPENSATION--ADMINISTRATION
How to set up flexible benefits, 3-26.
Has the time come for employee cafeteria plans? 10-38.
CALIFORNIA--CIVIL SERVICE
Executive management reform -- the case of California, 9-70.
CANADA--CIVIL SERVICE
Mobility -- is it the new disability of the public service? 1-172.
Guide to the management category, 2-14.
Senior management category, 3-17.
Public administrator and the public interest, 4-74.
CAP: the making of an executive; Career Assignment Program 1983, 4-75.
Program of services to handicapped people, 6-91.
Women in the Canadian public service 1980, 8-17.
Model of total compensation in a market comparability framework, 9-25.
CAREER COUNSELING
Up is not the only way: a guide for career development practitioners, 9-35.
CAREER COUNSELING--ADMINISTRATION
Employee development, 9-4.
CAREER LADDERS--CASE STUDIES
How to operate a successful career development program, 7-4.
CAREER LADDERS--RESEARCH
Job hunting behaviors and employment status of recent college graduates, 3-18.
CAREER OPPORTUNITIES
Where hot new careers will open in the '80s, 1-132.
Encounters with the future; a forecast of life into the 21st century, 10-128.
CAREER PATTERNS
Reexamining the career anchor model, 8-5.
CAREER PATTERNS--CASE STUDIES
How to operate a successful career development program, 7-4.

CAREER PATTERNS--COMPARATIVE STUDIES
- Upward mobility patterns of men and women in New York City government, 5-61.
- Career outcomes in a matched sample of men and women Ph.D.s; an analytical report, 11-126.

CAREER PATTERNS--RESEARCH
- Executive development: factors and changes, 5-58.

CAREER PLANNING
- "Career success requires we know more...about ourselves," 3-2.
- Dual career couple dilemma, 3-3.
- Role of mentors in developing careers; do women need mentors? 4-8.
- Faculty expectations of doctoral and career mentors, 4-9.
- Sex differences in expectations of mentors, 4-10.
- *Moving out of government, 4-110.
- What do I do next? a manual for people just entering government service, 5-4.
- Career unrest: a source of creativity, 5-90.
- How to get the job that's right for you, 5-93.
- Data, people and things--revisited, 8-4.
- Reexamining the career anchor model, 8-5.
- How to find a job when jobs are hard to find, 9-6.
- Up is not the only way: a guide for career development practitioners, 9-35.
- Career motivation in mid-life managers, 11-7.

CAREER PLANNING--ADDRESSES, ESSAYS, LECTURES
- Career issues in human resource management, 1-146.
- Career development in the 1980s; theory and practice, 11-6.

CAREER PLANNING--ADMINISTRATION
- How to operate a successful career development program, 7-4.
- Employee development, 9-4.

CAREER PLANNING--CASE STUDIES
- Managing careers, 7-1.
- *Career path catalog: a guide to career planning for NUSC employees, 7-3.

CAREER PLANNING--RESEARCH
- Employer-sponsored career development programs, 6-3.
- Managing careers, 7-1.

CAREER STAFFING
- Impact of dual career couples on employers: problems and solutions, 3-6.

CAREER STAFFING--METHODS
- Effects of realistic previews, 3-5.

CARPOOLS--RESEARCH
- Measuring tradeoffs in carpool driving arrangement preferences, 2-208.
- Travel impacts of TSM actions, 2-209.

CERTIFICATION
- Occupational licensing: a public perspective, 6-141.
- Professional accreditation training programs: an overlooked resource? 7-220.

CERTIFICATION--ADMINISTRATION
- Policy options regarding certification and licensure requirements for related services personnel, 2-85.

CERTIFICATION--COMPARATIVE STUDIES
- States' occupational licensing debate, 6-140.

CHANGE AGENTS
- Experiential approach to organization development, 4-145.

CHANGE AGENTS--CHARACTERISTICS
- Strategies for organizational change: the role of the inside change agent, 12-2.

CHANGE AGENTS--TRAINING
- Organization development: a closer scrutiny, 7-8.

CHANGE, ORGANIZATIONAL
- Footnotes to organizational change, 1-8.
- Managing organizational change, 1-9.
- Tomorrow's office today: managing technological change, 4-37.
- Why its time for a systems approach to organization development, 6-6.
- Corporate turnaround: how managers turn losers into winners, 7-7.
- Work and people; an economic evaluation of job-enrichment, 8-10.
- Organization change and development: a systems view, 9-9.
- Organization development and organizational change, 9-10.
- Adaptive organization: anticipation and management of crisis, 9-122.
- There is no motivational magic, 10-14.

CHANGE, ORGANIZATIONAL--ADDRESSES, ESSAYS, LECTURES
- Techniques of organizational change, 1-10.

CHANGE, ORGANIZATIONAL--CASE STUDIES
- Managing organizational change, 1-9.
- Theory Z turnaround of a public agency, 4-13.
- Planned organizational change and its measurement, 5-11.
- Participation in organizational change: a longitudinal field study, 8-9.

   Transition management: an in-depth look at managing complex change, 10-13.
   Examination of the effects and countereffects of an organizational change effort, 10-16.
   Managing transitions to uncertain future states, 10-18.
   Group ideologies and organizational change, 10-19.
   *Political reversibility of administrative reform: a case study of the United States Postal Service, 12-141.
CHANGE, ORGANIZATIONAL--METHODS
   Techniques of organizational change, 1-10.
   Organizational change techniques: their present, their future, 10-17.
   Strategies for organizational change: the role of the inside change agent, 12-2.
CHANGE, ORGANIZATIONAL--RESEARCH
   Planned organizational change and its measurement, 5-11.
   Innovative attitudes, values, and intentions in organizations, 8-8.
   Examination of the effects and countereffects of an organizational change effort, 10-16.
   Comparative impact of organization development interventions on hard criteria measures, 11-11.
CHANGE, RESISTANCE TO
   Managing organizational change, 1-9.
   Overcoming neophobia, 3-9.
   Stepping up to supervision: coping with change, 5-10.
   Managing technostress: optimizing the use of computer technology, 12-19.
CHILDREN OF WORKING PARENTS--STATISTICS
   Families at work; strengths and strains, a survey, 10-205.
CHINA
   China: an HRD study tour, 9-169.
CHINA--CIVIL SERVICE
   Now China's Deng is taking on the mandarins, 3-16.
CITY MANAGERS--CHARACTERISTICS
   Trends in city management careers 1970-1980, 5-60.
   City managers, 7-75.
CITY MANAGERS--RESPONSIBILITIES
   City managers, 7-75.
CIVIL RIGHTS
   Affirmative action in the 1980s: dismantling the process of discrimination, 1-59.
   Consultations on the affirmative action statement of the U.S. Commission on Civil Rights, 12-41.
CIVIL SERVICE
   *What is merit? 1-12.
   *The war on civil servants, 3-15.
   *Reaganism and managing the government, 7-13.
   *Federal management: pathological problems and simple cures, 7-15.
   *Personnel administration--a viable function in government? 9-18.
   *Symposium: the public service as institution, 10-24.
CIVIL SERVICE--ADMINISTRATION--COSTS
   *Cost of shutting down Federal government on November 23, 1981, 6-9.
CIVIL SERVICE--ADMINISTRATION--EVALUATION
   *Breaking trust: prohibited personnel practices in the Federal service, 5-14.
   *Other side of the merit coin: removals for incompetence in the Federal service, 6-194.
   *For patronage and payoffs, 9-14.
CIVIL SERVICE--ADMINISTRATION--HISTORY
   Federal merit requirements: a retrospective look, 5-12.
CIVIL SERVICE--COMPARATIVE STUDIES
   Symposium: the public service as institution, 10-24.
CIVIL SERVICE--DECISIONS
   *Opinions of the Merit Systems Protection Board: a study in administrative adjudication, 5-15.
   *Some significant first-year decisions issued by the Merit Systems Protection Board, 8-13.
CIVIL SERVICE ETHICS
   *Ethical conduct and behavior of public executives compared to that of corporate executives, 5-53.
   Bureaucratic corruption in Nigeria, 6-11.
   *Doing good by staying in? 9-51.
   *Problem of professional ethics, 9-52.
CIVIL SERVICE ETHICS--ADDRESSES, ESSAYS, LECTURES
   *Public duties: the moral obligations of government officials, 3-75.
CIVIL SERVICE ETHICS--PROBLEMS, EXERCISES, ETC.
   Are you an ethical public employee? 7-69.
CIVIL SERVICE ETHICS--RESEARCH
   *Framework for assessing job vulnerability to ethical problems, 6-58.
CIVIL SERVICE HISTORY
   *Personnel administration--a viable function in government? 9-18.
   *Short, ironic history of American national bureaucracy, 11-13.
CIVIL SERVICE HISTORY--1883-
   *United States civil service; reflections on its centennial, 8-11.
CIVIL SERVICE--PUBLIC OPINION
   *Symposium: the public service as institution, 10-24.
CIVIL SERVICE REFORM
   *What ever happened to the Federal personnel system? 5-146.

*Dismantling the pyramid: government by the people, 6-10.
Managing the civil service, 6-12.
*Current issues in public administration, 7-9.
Civil service reform: the state and local response, 9-12.
Executive management reform -- the case of California, 9-70.
*Federal agencies should use good measures of performance to hold managers accountable, 12-115.

CIVIL SERVICE REFORM--ADMINISTRATION--EVALUATION
*Civil service reform 1978-1981; a progress report by a panel of the National Academy of Public Administration, 2-8.
*Organizational assessments of the Civil Service Reform Act; review of contract progress and CSRA implementation, report for fiscal year 1980, 2-11.
*Organizational assessments of the effects of civil service reform; a report for the period December 12, 1979 through September 1, 1980, 2-12.
*Report on the organizational assessments of the effects of civil service reform through November 15, 1980, 2-13.
*Civil service reform after two years, 4-19.
*Protection of merit under the Civil Service Reform Act of 1978, 5-13.
*Symposium on civil service reform, 7-16.
*Civil service reform in the United States, 9-17.
*Symposium on civil service reform, 10-25.
*Organizational assessments of the effects of civil service reform (Case Western Reserve University report), 10-27.
*Organizational assessments of the effects of civil service reform (University of California, Irvine, report), 10-28.
*Organizational assessments of the effects of civil service reform (Institute for Social Research, University of Michigan, report), 10-29.
*Problems in Federal sector labor-management relations under Title VII of the Civil Service Reform Act of 1978, 10-114.
*Implications of the Civil Service Reform Act of 1978 on performance evaluation in Navy field level activity comptroller departments, 10-141.
*Civil service reform in the USA: promise versus reality, 11-12.
*Delegated personnel management authorities: better monitoring and oversight needed, 11-115.
*Bureaucrats 2, Presidents 0, 12-5.

CIVIL SERVICE REFORM--BIBLIOGRAPHY
*Symposium on civil service reform, 10-25.
*Civil service reform: an annotated bibliography, 12-6.

CIVIL SERVICE REFORM--COMPARATIVE STUDIES
*Strategies for administrative reform, 10-23.

CIVIL SERVICE REFORM--EVALUATION
*Three faces of evaluation, 2-136.
*Study of the implementation and utilization of the Merit Systems Protection Board in adverse action cases, 5-2.
*Carter civil service reforms: some implications for political theory and public administration, 8-12.
*Federal Civil Service Reform Act: implications for the states, 10-22.
*Personnel management innovation, 10-26.

CIVIL SERVICE REFORM--HISTORY
Politics of urban personnel policy; reformers, politicians, and bureaucrats, 12-4.

CIVIL SERVICE REFORM--LAW AND LEGISLATION
Just the beginning...personnel systems improvement in states and local government, 4-17.
Legislative and regulatory reforms in state and local personnel systems, 4-18.
*Symposium on civil service reforms, 7-16.
*Federal employees excluded from certain provisions of the Civil Service Reform Act of 1978, 8-14.
*Union perspectives on the Civil Service Reform Act of 1978, 8-108.
*Civil service reform in the United States, 9-17.
*Equal employment opportunity as public policy, 11-44.

CIVIL SERVICE--STATISTICS
*After 34 years, jobs declining in government, 2-6.
*Occupations of Federal blue-collar workers, October 31, 1980, 2-9.
*Occupations of Federal white-collar workers, October 31, 1980, 2-10.
*Federal employees almanac, 1982, 3-11.
*Pay structure of the Federal civil service, March 31, 1980, 3-40.
*Pay structure of the Federal civil service, March 31, 1981, 8-30.
*Personnel data; year ending June 30, 1981, 9-21.
*Annual report of employment by geographic area, December 31, 1980, 11-15.

CIVIL SERVICE--STATISTICS--COMPARATIVE STUDIES
  *Japanese civil service, 10-30.
CIVIL SERVICE--YEARBOOKS
  *Federal employees almanac, 1982, 3-11.
  *Federal personnel guide, 1982, 7-10.
CIVILIAN-MILITARY RELATIONSHIPS
  *Civilianizing certain Air Force positions could result in economies and better use of military personnel, 11-14.
CIVILIAN-MILITARY RELATIONSHIPS--RESEARCH
  *Equity and discretion: a case study of discipline in a public agency, 9-37.
CLAIMS EXAMINERS--ATTITUDES
  *Integrating computer systems in organization design, 7-51.
CLOTHING, PROTECTIVE--RESEARCH
  Women in coal mines: PPE, where are you? 3-199.
COACHING
  Coaching the troubled employee, 2-193.
  Coaching and counseling: a vital role for managers, 12-52.
  Coaching the executive, 12-62.

COLLECTIVE BARGAINING
  Collective bargaining and the quality of work life, 2-213.
  Bargaining for job safety and health, 3-198.
  COLA clause: an employer bargaining weapon? 4-114.
  *Collective bargaining and labor relations, 4-117.
  *Labor relations process, 4-118.
  Who needs unions? 8-112.
  Professional employees: unionization attitudes and reward preferences, 10-169.
COLLECTIVE BARGAINING--ADDRESSES, ESSAYS, LECTURES
  U.S. industrial relations 1950-1980: a critical assessment, 4-122.
COLLECTIVE BARGAINING--CASE STUDIES
  Reform of collective bargaining: a managerial revolution? 1-116.
  Labor relations, 3-128.
  Practice of collective bargaining, 4-113.
COLLECTIVE BARGAINING--CASES
  Politics and labor relations in Virginia: the defeat of public sector unionism, 3-126.
COLLECTIVE BARGAINING--COMPARATIVE STUDIES
  *Comparison of collectively bargained and administratively set pay rates for Federal employees, 9-30.
COLLECTIVE BARGAINING--EVALUATION
  *Comparison of collectively bargained and administratively set pay rates for Federal employees, 9-30.
COLLECTIVE BARGAINING--RESEARCH
  Reform of collective bargaining: a managerial revolution? 1-116.
  Wage determination in the public sector: a critical review of the literature, 2-110.
  Pre- and post-intervention effects of conventional versus final offer arbitration, 2-112.
  Public employee collective bargaining in the absence of enabling state legislation, 2-116.
  *Contending with uncertainty in collective negotiations, 10-113.
COLLECTIVE BARGAINING--TEXTBOOKS
  Labor relations, 3-128.
  *Practice of collective bargaining, 4-113.
COLLECTIVE BARGAINING--THEORY
  Is arbitration really compatible with bargaining? 1-114.
COLLECTIVE BARGAINING UNIT
  Determining supervisory status and bargaining unit composition in the nursing profession, 8-93.
COLLECTIVE BARGAINING UNIT--CASES
  Confidential employees: is the dilemma resolved? 5-105.
COLLECTIVE BARGAINING UNIT--DECISIONS
  Confidential employees: is the dilemma resolved? 5-105.
COLLECTIVE LABOR AGREEMENTS
  *Labor agreement expirations in the Federal service, 2-115.
  COLA clause: an employer bargaining weapon? 4-114.
  Last rites for pattern bargaining, 5-104.
  Concessionary bargaining, 7-135.
  Labor relations in an economic recession: job losses and concession bargaining, 9-150.
COLLECTIVE LABOR AGREEMENTS--STATISTICS
  Labor-management relations in state and local government, 1980, 2-113.
  Bargaining calendar, 7-140.
COLLEGE ADMINISTRATORS--EVALUATION
  Performance based evaluation for administrators in colleges and universities, 9-64.
COLLEGE GRADUATES--CAREER OPPORTUNITIES
  Job outlook for college graduates during the 1980's, 8-19.
  *Career strategies for recent grads, 10-110.
COLLEGE GRADUATES--EMPLOYMENT
  Endicott report; trends in the employment of college and university graduates in business and industry, 1981, 7-19.
  Trends in the employment of college and university graduates in business and industry, 1982, 8-18.
  Job outlook for college graduates during the 1980's, 8-19.
COLLEGE GRADUATES--EMPLOYMENT--RESEARCH
  Job hunting behaviors and employment status of recent college graduates, 3-18.
COLLEGE GRADUATES--EMPLOYMENT--STATISTICS
  *Recruiting trends 1981-82, 12-9.
COLLEGE GRADUATES--PAY
  CPC salary survey; a study of 1981-82 beginning offers, 7-18.
  Endicott report; trends in the employment of college and university graduates in business and industry, 1981, 7-19.
COLLEGE GRADUATES--PAY--STATISTICS
  *Recruiting trends 1981-82, 12-9.
COLLEGE GRADUATES--RECRUITMENT
  Trends in the employment of college and university graduates in business and industry, 1982, 8-18.
COLLEGE GRADUATES--RECRUITMENT--CASE STUDIES
  Recruiting alumni on college campuses, 6-4.
COLLEGE GRADUATES--RECRUITMENT--STATISTICS
  *Recruiting trends 1981-82, 12-9.
COLLEGE GRADUATES--STATISTICS
  Fact book for academic administrators, 1-16.

COLLEGE PROFESSORS--ATTITUDES
Faculty expectations of doctoral and career mentors, 4-9.
Sex differences in expectations of mentors, 4-10.
Sex differences in the job satisfaction of university professors, 7-128.
Predictors of faculty intent to exit the organization, 8-118.
Professional employees: unionization attitudes and reward preferences, 10-169.
COLLEGE PROFESSORS--COLLECTIVE BARGAINING
Labor relations in higher education, 1981, 5-102.
COLLEGE PROFESSORS--EMPLOYMENT
Slow graying of our professoriate, 4-174.
COLLEGE PROFESSORS--EVALUATION
Comparison of holistic and decomposed judgment strategies in a performance rating simulation, 3-166.
Assessment of faculty performance appraisal, 9-126.
COLLEGE PROFESSORS--FRINGE BENEFITS
Faculty salaries, tenure and benefits 1980-81, 2-23.
COLLEGE PROFESSORS--PAY
Faculty salaries, tenure and benefits 1980-81, 2-23.
Decline of real faculty salaries in the 1970s, 3-27.
Salary comparisons between academic librarians and instructional faculty, 9-31.
COLLEGE PROFESSORS--PAY--STATISTICS
Rocky road through the 1980s: annual report on the economic status of the profession, 1980-81, 3-20.
COLOR BLINDNESS
Procedures for testing color vision, 7-59.
COMMUNICATION
Guidelines to effective communications, 10-80.
Jumping communications hurdles, 10-189.
COMMUNICATION--ANECDOTES, FACETIAE, SATIRE, ETC.
Fuzzify! Borenwords and strategies for bureaucratic success, 10-20.
COMMUNICATION--AUDIO-VISUAL AIDS
*Reasonable accommodation for deaf employees in white collar jobs, 8-92.
COMMUNICATION IN MANAGEMENT
Informing your employees of company objectives, 2-121.
Stepping over boundaries, 7-97.
Writing for decision makers; memos and reports with a competitive edge, 10-71.
Passing the buck: a management game, 12-70.
Upward communication, 12-158.
COMMUNICATION IN MANAGEMENT--CASE STUDIES
Sperry Corporation and listening, 5-112.
COMMUNICATION IN MANAGEMENT--RESEARCH
Responses to failure: the effects of choice and responsibility on impression management, 4-72.
Analysis of communication patterns, 4-99.
COMMUNICATION IN PERSONNEL MANAGEMENT
Communications in a manufacturing environment: a supervisor's perspective, 2-16.
Benefits communications in the wake of the Economic Recovery Tax Act, 3-192.
Proaction, not reaction, for effective employee communications, 4-22.
Change in the organization: the detriment and benefit of the double bind, 4-23.
Benefits of leveling with employees: ROLM's experience, 8-20.
Employee communications, 10-32.
What rejection letters say about your company, 11-18.
COMMUNICATION IN PERSONNEL MANAGEMENT--CASE STUDIES
Management information disclosure to employees, 2-15.
One-to-one communication of employee benefits, 10-33.
COMMUNICATION IN PERSONNEL MANAGEMENT--PSYCHOLOGICAL ASPECTS
Pay secrecy and performance: the psychological research, 10-36.
COMMUNICATION--SOCIAL ASPECTS
Without bias: a guidebook for nondiscriminatory communication, 12-43.
COMMUNICATION TECHNIQUES
To trust, perchance to buy, 9-118.
How to sell your ideas to top management, 11-57.
COMMUNICATION TECHNIQUES--STUDY AND TEACHING
*Communications Training Institute curriculum catalog, FY83, 10-202.
COMPENSATION
Flexible compensation: it could work for your benefit, 1-26.
*General information on TVA salaries and related benefits, 1981, 7-35.
Why public worker pay pacts are holding up, 11-25.
COMPENSATION ADMINISTRATION
Flexible compensation: it could work for your benefit, 1-26.
Inflation, taxes and perks: how compensation is changing, 1-79.
Job evaluation; wage and salary administration, 2-101.

Pay and organization development, 4-26.
Employer attitudes toward compensation, 5-21.
Compensation program: balancing organizational and employee needs, 6-20.
Compensation and reward perspectives, 6-22.
People management in the 80's, 6-158.
Sales compensation system that maximizes motivation and economy, 7-44.
Model of total compensation in a market comparability framework, 9-25.
*Case for freezing Federal pay and pensions, 10-37.
Comparable worth: implications for compensation managers, 10-41.
Compensation committee; survey and analysis, 12-48.

COMPENSATION ADMINISTRATION--CASE STUDIES
Wage guidelines: impact on job attitudes and behavior, 1-109.

COMPENSATION ADMINISTRATION--EVALUATION
*Wage determination in the Federal government: the role of constituents and bureaucrats, 2-18.
*Analysis of Federal pay, 10-44.

COMPENSATION COMPARABILITY
*Proposal to lower the Federal compensation comparability standard has not been substantiated, 3-37.
Model of total compensation in a market comparability framework, 9-25.

COMPENSATION COMPARABILITY--LAW AND LEGISLATION
*Proposal to lower the Federal compensation comparability standard has not been substantiated, 3-37.

COMPULSORY ARBITRATION--LAW AND LEGISLATION
Compulsory interest arbitration in the public sector, 2-111.

COMPUTER-ASSISTED INSTRUCTION
Technological training aids, 2-202.
How computers can help adults overcome the fear of learning, 4-227.
Computer terminal as a simulator, 4-228.
Adding the new technology to your training repertoire, 6-215.
Our computers are loafing, 7-224.
Computer-based learning; the key 'technological multiplier' for technology transfer, 11-166.

COMPUTER-ASSISTED INSTRUCTION--METHODS
Microterminal/microfiche system for computer-assisted testing and interactive instruction, 12-165.

COMPUTER-ASSISTED TESTS
Tailored testing, measurement problems and latent trait theory, 7-212.

COMPUTER-ASSISTED TESTS--METHODS
Microterminal/microfiche system for computer-assisted testing and interactive instruction, 12-165.

COMPUTER CRIMES
Computer crime is a growth business, 7-54.
Locking out computer crimes, 9-42.
Computer crime; wave of the future, 11-35.

COMPUTER CRIMES--CASES
Computers: throwing the book at industrial spies, 11-36.

COMPUTER OPERATORS
Helping women find employment in the high technology field, 2-210.

COMPUTER OPERATORS--TRAINING
How to design a computer terminal operations course, 6-213.

COMPUTERS--ADMINISTRATION--EVALUATION
*Federal information systems management; issues and new directions, 7-150.

COMPUTERS--PSYCHOLOGICAL ASPECTS
Technostress: old villain in new guise, 9-38.
Managing technostress: optimizing the use of computer technology, 12-19.

CONFERENCES
Why Texans love teleconferencing, 4-226.

CONFERENCES--LEADERSHIP
How to conduct a productive meeting, 6-87.

CONFLICT OF INTEREST
*Potential problems with Federal tax system postemployment conflicts of interest can be prevented, 6-59.
*They put their trust in blind trusts, 6-62.
Compensation committee; survey and analysis, 12-48.

CONFLICT OF INTEREST--CASES
*Ethical considerations of the Federal lawyer upon entering private practice, 7-68.

CONFLICT OF INTEREST--LAW AND LEGISLATION
*Ethics in Government Act, conflict of interest laws and Presidential recruiting, 2-51.
*Why not the best? 7-94.

CONFLICT OF INTEREST--RESEARCH
*Framework for assessing job vulnerability to ethical problems, 6-58.

CONFLICT, ORGANIZATIONAL
Managing conflict in today's organizations, 8-136.
Conflict in the office, 10-70.
Patterns of political behavior in organizations, 10-94.

- CONFLICT RESOLUTION
  - Model for predicting the choice of conflict management strategies by subordinates in high-stakes conflict, 5-82.
  - Confronting poor performers, 5-193.
  - Managing conflict in today's organizations, 8-136.
  - Coping with conflict across departmental lines, 9-54.
- CONFLICT RESOLUTION--CASE STUDIES
  - *Identifying sources of organizational conflict, 8-140.
- CONFLICT RESOLUTION--RESEARCH
  - Personality and the preference for modes of conflict resolution, 10-97.
- CONGRESSIONAL COMMITTEE STAFF--PAY
  - Report of the Clerk of the House from January 1, 1982 to March 31, 1982, 7-38.
  - Report of the Secretary of the Senate from October 1, 1981 to March 31, 1982, 7-40.
- CONGRESSIONAL STAFF
  - Title VII and Congressional employees: the "chilling effect" and the speech or debate clause, 2-45.
  - Ethics for the unelected, 10-64.
- CONGRESSIONAL STAFF--PAY
  - Report of the Clerk of the House..., 3-36.
  - Report of the Clerk of the House from January 1, 1982 to March 31, 1982, 7-38.
  - Report of the Secretary of the Senate from October 1, 1981 to March 31, 1982, 7-40.
- CONSTRUCTION WORKERS--ATTITUDES
  - Territorial issue: a study of women in the construction trades, 5-209.
- CONSTRUCTION WORKERS--PAY
  - Compensation in the construction industries in large metropolitan areas, 10-48.
- CONSULTANTS
  - Consulting; the complete guide to a profitable career, 1-38.
- CONSULTANTS--DIRECTORIES
  - Quality circles and...quality of work life, 1-138.
- CONSULTANTS--PAY
  - Case for the independent consultant, 4-31.
- CONSULTANTS--SELECTION
  - Hiring a consultant? First do your homework, 2-26.
  - Managing the consultant; a corporate guide, 2-28.
- CONSULTANTS--UTILIZATION
  - Managing the consultant; a corporate guide, 2-28.
  - Hiring a consultant? Establish a collaborative approach, 2-29.
  - Case for the independent consultant, 4-31.
  - *Hard times hit (nondefense) consultants, 7-45.
  - Outplacement: program guidelines that ensure success, 10-7.
- CONTENT VALIDITY
  - Content validity of assessment center test, 1-3.
- CONTENT VALIDITY--METHODS
  - Personnel system improvement in Alabama: a court-approved system of testing, 1-196.
- CONTRACTOR PERSONNEL
  - Pension losses of contractor employees at Federal installations can be reduced, 6-199.
  - Committee analysis of Executive Order 11246 (the affirmative action program), 8-54.
- CONTRACTOR PERSONNEL--PAY
  - *Assessment of Federal agency compliance with the Service Contract Act, 11-24.
- CONTRACTOR PERSONNEL--STATISTICS
  - *Playing the numbers on Federal employees, 1-154.
- CONTRACTS, GOVERNMENT
  - *Better government at half the price, 6-179.
  - *Putting the government out of a business, 8-33.
  - *A-76: back to basics, 12-138.
- CONTRACTS, GOVERNMENT--ADMINISTRATION
  - *Increased agency use of efficiency guidelines for commercial activities can save millions, 5-173.
  - Pension losses of contractor employees at Federal installations can be reduced, 6-199.
  - Issues in contracting for public services from the private sector, 7-193.
  - *Political issue: government competing with the private sector, 7-198.
  - *Less sole-source, more competition needed on Federal civil agencies' contracting, 7-197.
  - *Access to certain consulting service contract information, 9-33.
- CONTRACTS, GOVERNMENT--ADMINISTRATION--EVALUATION
  - *Green light shines for contracting-out, 2-178.
  - *Contracting-out, 8-164.
  - *Comment on A-76 cost comparisons, 9-146.
  - *Assessment of Federal agency compliance with the Service Contract Act, 11-24.
- CONTRACTS, GOVERNMENT--CASES
  - Procurement fraud: an unused weapon, 8-167.
- CONTRACTS, GOVERNMENT--COSTS
  - *Comment on A-76 cost comparisons, 9-146.

CONTRACTS, GOVERNMENT--LAW AND LEGISLATION
  Pro-con analysis of H.R. 4717, a bill relating to Federal personnel ceilings and contracting activities, 12-126.
CONTRIBUTIONS, EMPLOYEE
  Public employees and the exchanging of gifts, 5-36.
CORPORATE PLANNING
  Making managerial planning more effective, 6-125.
  Proactive manager; the complete book of problem solving and decision making, 11-87.
CORPORATE PLANNING--CASE STUDIES
  Making managerial planning more effective, 6-125.
CORPORATIONS--ADDRESSES, ESSAYS, LECTURES
  Corporations and their critics; issues and answers to the problems of corporate social responsibilities, 1-135.
CORPORATIONS, GOVERNMENT--ADMINISTRATION
  Federal employees excluded from certain provisions of the Civil Service Reform Act of 1978, 8-14.
CORRUPTION (IN POLITICS)
  Bureaucratic corruption in Nigeria, 6-11.
COST ACCOUNTING--ADMINISTRATION--EVALUATION
  *Agency implementation of cost accounting standards, 7-196.
COST-BENEFIT ANALYSIS
  Importance of selection in public sector administration, 5-8.
  Turnover: a lucrative hard dollar phenomenon, 6-119.
COST-BENEFIT ANALYSIS--METHODS
  Utility concepts in performance measurement, 8-147.
  Assessing the economic impact of personnel programs on workforce productivity, 8-199.
COST-BENEFIT ANALYSIS--RESEARCH
  Personnel training and development decision making cost-benefit analysis model, 8-195.
COST CONTROL
  *Another blitz on inefficiency, 8-163.
  President's Private Sector Survey on Cost Control in the Federal Government, 8-168.
COST CONTROL--CASE STUDIES
  Local government strategies, 5-168.
COST CONTROL--METHODS
  Alternative to a reduction in force, 5-167.
COST CONTROL--PROGRAMMED INSTRUCTION
  Creative cost improvement for managers, 4-128.
COST OF LIVING ALLOWANCES
  *Cost-of-living allowances for Federal employees in nonforeign areas should be based on spendable income, 7-41.
COST OF LIVING ALLOWANCES--ADMINISTRATION--EVALUATION
  *Computation of cost-of-living allowances for Federal employees in nonforeign areas could be more accurate, 6-32.
COST OF LIVING INCREASES
  *Civil service retirement system; history, provisions, and financing, 1-179.
  COLA clause: an employer bargaining weapon? 4-114.
COST REDUCTION
  Hard times? Manage results, not just resources, 2-123.
  Resource scarcity and the reform model: the management of retrenchment in Cincinnati and Oakland, 2-126.
  Creative cost improvement for managers, 4-128.
  Alternatives to a reduction in force, 7-199.
  Role of personnel in improving productivity, 9-141.
  Firms find recession a good time to reduce employee benefit costs, 10-42.
  *Doing better with less: optimum choice analysis, 10-123.
COST REDUCTION--METHODS
  *Checklist for managing cutbacks, 11-89.
COUNSELING
  Giving employees in crisis what they need, 3-59.
  "Lone Ranger" syndrome (helping supervisors to ask for help) 6-206.
COUNSELING--CASES
  Client-counselor confidentiality: an update of rationale, legal status, and implications, 3-42.
COUNSELING--METHODS
  Biofeedback: new uses in counseling, 3-47.
COUNSELORS--CHARACTERISTICS
  Burnout among career development professionals, 4-45.
COUNSELORS--RESPONSIBILITIES
  Client-counselor confidentiality: an update of rationale, legal status, and implications, 3-42.
  How counselors influence clients, 3-48.
CREATIVE ABILITY
  Magic of your mind, 5-30.
  Developing your creative ideas, 11-31.
  Extending the concept of creativity, 11-32.
  Creativity and competition, 11-33.

- Encouraging creative ideas, 10-52.

CREATIVE ABILITY--PROBLEMS, EXERCISES, ETC.
- Training your creative mind, 12-18.

CREATIVE ABILITY--RESEARCH
- Testing Roger's humanistic theory for manager creativity, 6-40.

CREATIVE THINKING
- Mind as a management tool, 4-35.
- Magic of your mind, 5-30.
- Unblock the roadblock to innovation, 8-36.
- Hidden productivity improvement weapon for manufacturing management, 9-139.
- Value of wasting time, 11-29.
- Problem finding and solving, 11-30.
- Developing your creative ideas, 11-31.
- Extending the concept of creativity, 11-32.

CREATIVE THINKING--METHODS
- Imaging and creativity: an integrating perspective, 9-36.

CREATIVE THINKING--PHYSIOLOGICAL ASPECTS
- Brain strategies: applications for change and innovation, 10-51.

CREATIVE THINKING--PROBLEMS, EXERCISES, ETC.
- Training your creative mind, 12-18.

CREATIVE THINKING--RESEARCH
- Training in creative problem solving, 8-35.

CREATIVE THINKING--STUDY AND TEACHING
- Training in creative problem solving, 8-35.

CRIMINAL JUSTICE, ADMINISTRATION OF--CAREER OPPORTUNITIES
- *Criminal justice careers guidebook, 12-102.

CRITERION REFERENCED TESTS
- Contemporary views on criterion-referenced testing, 8-185.

CRITERION REFERENCED TESTS--ADMINISTRATION
- Individual performance assessment: an approach to criterion-referenced test development, 4-202.

CRITERION REFERENCED TESTS--RESEARCH
- Latent trait model contributions to criterion-referenced testing technology, 10-193.
- Work sample tests: validity, adverse impact and applicant reaction, 11-152.

CRITERION RELATED VALIDITY--RESEARCH
- Corrections for restriction of range and attenuation in criterion-related validation studies, 12-166.

CROSS CULTURAL STUDIES
- Mutual perception of managerial performance and style in multinational subsidiaries, 2-71.

CURRICULUM DESIGN
- ABCs of ISD, 11-167.

D

DATA BASE MANAGEMENT
- Data dictionaries and data administration; concepts and practices for data resource management, 3-144.

DAY CARE CENTERS
- Child care grows as a benefit, 1-19.

DAY CARE CENTERS--COMPARATIVE STUDIES
- *Day care programs and public employees: a new initiative and direction for public personnel systems, 11-172.

DAY CARE CENTERS--CONFERENCES
- New management initiatives for working parents, 9-186.

DAY CARE CENTERS--RESEARCH
- Child care centers sponsored by employers and labor unions in the United States, 3-30.

DEAF--EMPLOYMENT
- Communication and the world of work, 4-84.
- *Reasonable accommodation for deaf employees in white collar jobs, 8-92.

DECENTRALIZATION
- Designing and implementing distributed education, 2-199.

DECISION-MAKING
- Decision styles--in theory, in practice, 2-63.
- Constructive replication and extension of a role and expectancy perception model of participation in decision making, 8-104.
- Power in organizations, 8-139.
- Subjective factor in decision making, 8-178.
- Modeling decision-specific stress: some methodological considerations, 9-65.
- Choices for the manager, 9-68.
- Multiple criteria decision making, 9-111.
- *Mind of the organization, 10-120.
- Dilemmas of managing participation, 10-135.
- Proactive manager; the complete book of problem solving and decision making, 11-87.
- Human performance and productivity: information processing and decision making, 12-130.

DECISION-MAKING--CASE STUDIES
- *Mind of the organization, 10-120.
- Complexity and cleavage: dual explanations of strategic decision-making, 12-97.

DECISION-MAKING--COMPARATIVE STUDIES
  Competence and power in managerial decision-making; a study of senior levels of organization in eight countries, 2-62.
DECISION-MAKING--GROUP METHOD
  Concept for management, 2-141.
  Management circles--an idea whose time has come, 2-142.
  Group techniques for more effective decision-making, 3-97.
  Hidden productivity improvement weapon for manufacturing management, 9-139.
  Potential for "groupthink' in autonomous work groups, 11-66.
  Participative management, 11-103.
DECISION-MAKING--GROUP METHOD--CASE STUDIES
  Donnelly Mirror: ' 30 years of participative management - 30 years of growth, 3-160.
DECISION-MAKING--GROUP METHOD--RESEARCH
  Expression of affect and the performance of decision-making groups, 4-81.
  Small-group decision making and complex information tasks, 6-90.
  Effects of approach to controversy on supervisors' incorporation of subordinates' information in decision making, 7-101.
DECISION-MAKING--MATHEMATICAL MODELS
  Multiple criteria decision making, 9-111.
DECISION-MAKING--METHODS
  Productivity, people, & profits, 2-170.
  Doing better with less: optimum choice analysis, 10-123.
DECISION-MAKING--RESEARCH
  Management promotions: individual and organizational factors influencing the decision process, 1-163.
  Personnel training and development decision making cost-benefit analysis model, 8-195.
  Measuring the importance of cues in policy capturing, 11-9.
  Test of the Vroom-Yetton normative model of leadership, 12-94.
DECISION-MAKING--TEXTBOOKS
  Modern managerial decision making, 5-118.
DECISION-MAKING--THEORY
  Complexity and cleavage: dual explanations of strategic decision-making, 12-97.
DEFERRED COMPENSATION
  Deferred compensation: another way to cut your taxes, 2-19.
  Deferred pay: new way to save for retirement, 4-29.
  CODAs: better than IRAs? 10-46.
DELEGATION
  How to improve delegation habits, 7-49.
  If you want to be irreplaceable--you will be! 11-54.
DEMOTION--CASE STUDIES
  *Feeling the ax; holidays will be bleak for thousands getting pink slips from U.S., 1-169.
DENTAL CARE--INSURANCE
  Survey of dental benefit plans, 7-118.
DETAIL--ADMINISTRATION
  *Developmental assignments; a guide for SES candidates, 5-71.
DEVIANT BEHAVIOR--RESEARCH
  Employee deviance: a response to the perceived quality of the work experience, 4-42.
DIPLOMATIC AND CONSULAR SERVICE
  *Room at the top of Foggy Bottom? 8-52.
DIPLOMATIC AND CONSULAR SERVICE--LAW AND LEGISLATION
  One year after the Foreign Service Act of 1980, 7-14.
DISABILITY BENEFITS
  Paying for stress on the job, 3-67.
DISABILITY BENEFITS--ADMINISTRATION--EVALUATION
  *Compensating and rehabilitating injured Federal workers, 5-44.
  Disability compensation, 12-13.
DISABILITY BENEFITS--CASES
  Pregnancy disability amendment: what the law provides: part 1, 3-34.
  Pregnancy disability amendment: what the law provides, 9-188.
DISABILITY BENEFITS--COSTS
  Disability compensation, 12-13.
DISADVANTAGED YOUTH--TRAINING
  Training the troubled ones, 10-219.
DISCIPLINE
  Job absence and turnover control, 1-1.
  Discipline in the nonunion company: protecting employer and employee rights, 8-37.
  Solving attendance problems, 10-1.
  Corrective discipline process, 10-53.
  Training supervisors to discipline effectively, 12-159.
DISCIPLINE--ADMINISTRATION--EVALUATION
  Evaluating an organization's disciplinary system, 2-30.
DISCIPLINE--CASES
  Legal restrictions on the employer's authority to discipline, 4-36.
DISCIPLINE--HANDBOOKS, MANUALS, ETC.
  Supervisor's guide to documentation and file building for employee discipline, 7-50.

DISCIPLINE--LAW AND LEGISLATION
Legal restrictions on the employer's authority to discipline, 4-36.
DISCIPLINE--METHODS
Simple punishment procedure for controlling employee absenteeism, 8-1.
DISCIPLINE--RESEARCH
Determinants of a supervisor's use of rewards and punishments: a literature review and suggestions for further research, 3-201.
*Equity and discretion: a case study of discipline in a public agency, 9-37.
DISCRIMINATION
Burden of proof/burden of remedy, 1-58.
Will your performance appraisal system hold up in court? 4-152.
Jobs: the pursuit of fairness, 5-48.
Controversy swirls over comparable worth issue, 6-33.
Equal employment opportunity: are you overlooking the application form? 10-10.
DISCRIMINATION APPEALS
Administrative machinery for handling staff grievances, 6-14.
DISCRIMINATION APPEALS--ADMINISTRATION--EVALUATION
*Equal employment opportunity program in stress, 12-34.
DISCRIMINATION APPEALS--COSTS
*Analysis of pre-complaint counseling and complaint processing data submitted by Federal agencies, 12-64.
DISCRIMINATION APPEALS--STATISTICS
*Analysis of pre-complaint counseling and complaint processing data submitted by Federal agencies, 12-64.
DISCRIMINATION--CASE STUDIES
Discrimination in seniority systems, 12-39.
DISCRIMINATION--CASES
Title VII and Congressional employees: the "chilling effect" and the speech or debate clause, 2-45.
Standards to avoid employer retaliation charges, 3-71.
Comparable worth: a legal overview. 6-26.
Standard of causation in the mixed-motive Title VII action, 6-54.
Relationship of performance appraisal system characteristics to verdicts in selected employment discrimination cases, 7-170.
Application of Title VII to jobs in high places, 8-49.
Supreme Court reaffirms broad immunity for seniority systems, 9-44.
Negative references and legal liability, 12-1.
Employment discrimination and continuing violations: an update of Ricks and recent decisions, 12-38.
DISCRIMINATION--LAW AND LEGISLATION
Title VII and Congressional employees: the "chilling effect" and the speech or debate clause, 2-45.
DISCRIMINATION--RESEARCH
Discrimination in industrial employment: an investigation of race and sex bias among professionals, 8-51.
*Equity and discretion: a case study of discipline in a public agency, 9-37.
The influence of labor market discrimination on locus of control, 9-112.
Social learning theory: a framework for discrimination research, 11-43.
DISSENT
*Doing good by staying in? 9-51.
DOCTOR OF PHILOSOPHY DEGREE RECIPIENTS--ATTITUDES
Career and personal identity synthesis in professional men and women, 12-136.
DOCTOR OF PHILOSOPHY DEGREE RECIPIENTS--EMPLOYMENT
Human resources in psychology, 2-174.
Preliminary results of the 1979 Doctorate Employment Survey, 5-166.
Career outcomes in a matched sample of men and women Ph.D.s; an analytical report, 11-126.
DOCTOR OF PHILOSOPHY DEGREE RECIPIENTS--STATISTICS
Science, engineering, and humanities doctorates in the United States; 1981 profile, 11-145.
DRUG ABUSE
Pushers on the payroll, 4-44.
DRUG ABUSE--CONTROL
Pushers on the payroll, 4-44.
DRUG ABUSE--STATISTICS
Drug use in organizations, 8-46.
DRUG ABUSERS
Drugs at work: looking for the obvious, 10-59.
DRUG ABUSERS--PERSONNEL POLICIES
Drug use in organizations, 8-46.
Drugs in the workplace, 12-26.
DRUG ABUSERS--REHABILITATION
Treatment services for drug dependent women, 2-211.
DRUG ABUSERS--STATISTICS
Drugs in the workplace, 12-26.
DRUGS
Going to the problem's source: why workers drink on the job (and why they shouldn't), 10-61.
DUAL LADDER CONCEPT
How to bridge the technology gap in manpower planning, 5-187.

E

ECONOMIC DEVELOPMENT
- Pension funds and economic renewal, 4-190.

ECONOMIC FORECASTING
- Economic projections to 1990, 6-106.

EDUCATION, HIGHER--STATISTICS
- Fact book for academic administrators, 1-16.

EDUCATIONAL ADMINISTRATION
- Women and minorities in administration of higher education institutions, 4-53.

EDUCATIONAL TECHNOLOGY
- Technological training aids, 2-202.

EFFICIENCY, EMPLOYEE
- Beware of the employee-turned-institution, 5-153.
- Confronting poor performers, 5-193.
- Individual differences in boredom proneness and task effectiveness at work, 5-213.
- Managing cycles of productivity, 7-182.
- High performance patterns: improving employee effectiveness, 9-140.
- Looking beyond individual productivity, 12-134.

EFFICIENCY, EMPLOYEE--RESEARCH
- Goal levels and task performance, 7-183.
- Effects of schedule changes on human performance, 7-187.

ELECTRONIC DATA PROCESSING
- Integrating computer systems in organization design. 7-51.

ELECTRONIC DATA PROCESSING DEPARTMENTS--MANAGEMENT
- Management of information systems, 1-41.
- Facility management implications of office automation, 4-39.

ELECTRONIC DATA PROCESSING DEPARTMENTS--MANAGEMENT--EVALUATION
- *How Uncle Sam misuses computers, 8-38.

ELECTRONIC DATA PROCESSING DEPARTMENTS--SECURITY MEASURES
- Securing the small business computer, 3-49.
- Computer crime is a growth business, 7-54.
- Locking out computer crime, 9-42.
- Computer crime; wave of the future, 11-35.
- Computers: throwing the book at industrial spies, 11-36.

ELECTRONIC DATA PROCESSING PERSONNEL
- Office of the future; communication and computers, 2-31.
- Key differences determine successful WP and DP, 2-32.
- Why is effective employee evaluation critical? 6-154.
- Information resource management; opportunities and strategies for the 1980s, 7-53.
- *How Uncle Sam misuses computers, 8-38.
- Prevention and remediation of human input errors in ADP operations, 8-39.

ELECTRONIC DATA PROCESSING PERSONNEL--CAREER OPPORTUNITIES
- Data processing/information technology job finder, 5-32.

ELECTRONIC DATA PROCESSING PERSONNEL--RESEARCH
- Potential health hazards of video display terminals, 5-41.
- Select research reports on health issues in video display terminal operations, 5-42.

ELECTRONIC DATA PROCESSING PERSONNEL--RESPONSIBILITIES
- Data processing/information technology job finder, 5-32.

ELECTRONIC DATA PROCESSING--STUDY AND TEACHING
- *Training and educational programs in automatic data processing, 4-209.

EMOTIONALLY DISTURBED EMPLOYEES
- Giving employees in crisis what they need, 3-59.
- Training the troubled ones, 10-219.

EMPLOYEE ATTITUDES
- *Organizational assessments of the Civil Service Reform Act; review of contract progress and CSRA implementation, report for fiscal year 1980, 2-11.
- *Inter-relationships between organizational commitment and job characteristics, job satisfaction, professional behavior, and organizational climate, 2-215.
- Changing work force, 3-226.
- Management attitudes toward productivity, 4-170.
- *Breaking trust: prohibited personnel practices in the Federal service, 5-14.
- *Minorities and representative bureaucracy, 5-46.
- *Merit pay attitudes signal need for management involvement, 6-28.
- *Survey: sexual harassment on the job, 6-45.
- Work ethic is underemployed, 6-103.
- Field test of some attitudinal and behavioral consequences of flexitime, 7-105.

Hierarchical level and the impact of flextime, 8-96.
Worker ownership and job attitudes: a field study, 8-143.
Examination of the effects and countereffects of an organizational change effort, 10-16.
*Organizational assessments of the effects of civil service reform (Case Western Reserve University report) 10-27.
*Organizational assessments of the effects of civil service reform (University of California, Irvine report) 10-28.
*Organizational assessments of the effects of civil service reform (Institute for Social Research, University of Michigan report) 10-29.
Career development: ask your employees for their opinions, 12-81.
EMPLOYEE ATTITUDES--RESEARCH
Job involvement, satisfaction and motivation, 5-88.
EMPLOYEE COMPETITIVE BEHAVIOR
Competing with peers--for fun and productivity, 1-103.
Pitting workers against each other often backfires, firms are finding, 8-127.
EMPLOYEE CONDUCT
Plan to avoid the holidaze, 1-43.
*Fraud in government programs: how extensive is it? how can it be controlled? 1-46.
*Addressing fraud, waste and abuse: a summary report of inspectors general activities, 2-36.
Time theft, 10-55.
EMPLOYEE CONDUCT--LAW AND LEGISLATION
Employer liability for employee misconduct, 4-43.
EMPLOYEE CONDUCT--RESEARCH
Climate of honesty in retail stores, 1-42.
Employee deviance; a response to the perceived quality of the work experience, 9-41.
*Protecting public employees and employers from sexual harassment, 11-39.
EMPLOYEE COUNSELING
*Counseling in a government agency, 4-32.
Managing a crisis intervention program, 6-39.
Counseling the marginal performer, 7-48.
Dealing with the career in crisis, 8-34.
Practical view of outplacement counseling, 9-34.
Employee assistance programs as an employee benefit and as risk management, 10-58.
Start-continue-stop -- a direct approach to performance counseling, 11-28.
Coaching and counseling: a vital role for managers, 12-52.
EMPLOYEE COUNSELING--ADMINISTRATION
Assisting employees with personal problems, 12-17.
EMPLOYEE COUNSELING--CASE STUDIES
Giving a helping hand with personal problems, 3-45.
Creating a climate for productivity, 6-169.
Social services at the workplace: new resource for management, 7-47.
Assisting employees with personal problems, 12-17.
EMPLOYEE DEVELOPMENT
Managing personnel and human resources; strategies and programs, 1-148.
Proposal for a uniform Federal procurement system, 1-153.
Managing careers, 7-1.
Managing career transition: a missing link in career development, 7-2.
Strategy for the development of human and economic resources, 7-218.
EMPLOYEE DEVELOPMENT--ADDRESSES, ESSAYS, LECTURES
Career issues in human resource management, 1-146.
Career development in the 1980s; theory and practice, 11-6.
EMPLOYEE DEVELOPMENT--ADMINISTRATION
Career development, 2-2.
Employee development, 9-4.
Career development: whose responsibility? 9-176.
*Career development: a collaborative approach, 11-8.
EMPLOYEE DEVELOPMENT--ADMINISTRATION--EVALUATION
Human resource development standards; a self-evaluation manual for HRD managers and specialists, 1-152.
EMPLOYEE DEVELOPMENT--CASE STUDIES
Career development, 2-2.
Employer-sponsored career development programs, 6-3.
Career development: whose responsibility?, 9-176.
Evolution of a staff-development system, 12-174.
EMPLOYEE DEVELOPMENT--CONFERENCES
Staff development: a time for appraisal, 5-205.
EMPLOYEE DEVELOPMENT--ECONOMIC ASPECTS
Training vistas: some professional concerns, 8-191.
EMPLOYEE DEVELOPMENT--EVALUATION
Staff development: a time for appraisal, 5-205.

- EMPLOYEE DEVELOPMENT--RESEARCH
  - Planning for tomorrow: increased productivity through education and training, 5-204.
  - Employer-sponsored career development programs, 6-3.
- EMPLOYEE OUTPLACEMENT
  - Career development, 2-2.
  - Firing at the top, 2-56.
  - Negotiating your own severance arrangements, 5-56.
  - Outplacement counselling: a must in higher education, 6-186.
  - Termination made easier: is outplacement really the answer: 6-187.
  - Outplacement techniques; a positive approach to terminating employees, 11-132.
- EMPLOYEE OUTPLACEMENT--ADMINISTRATION
  - Outplacement, 9-155.
  - Outplacement: program guidelines that ensure success, 10-7.
- EMPLOYEE OUTPLACEMENT--CASE STUDIES
  - Practical view of outplacement counseling, 9-34.
  - Outplacement, 9-155.
- EMPLOYEE OWNERSHIP
  - Encouraging employee ownership: a new role for the states, 2-139.
- EMPLOYEE OWNERSHIP--CASE STUDIES
  - Is employee ownership the answer to our economic woes? 7-164.
  - Employee ownership and industrial relations: the Rath case, 7-166.
  - Worker ownership and section 8(a)(2) of the National Labor Relations Act, 7-141.
  - Worker ownership and job attitudes: a field study, 8-143.
- EMPLOYEE OWNERSHIP--HANDBOOK, MANUALS, ETC.
  - Employee ownership: issues, resources and legislation, 4-27.
- EMPLOYEE RIGHTS
  - Privacy vs. disclosure: balancing employee and employer rights, 6-164.
  - The way it is--rules of the game--how to fire, 6-193.
  - Free speech, the private employee, and state constitutions, 7-55.
  - *What are your rights? 12-145.
- EMPLOYEE RIGHTS--CASES
  - Can managers be fired? 6-64.
- EMPLOYEE RIGHTS--LAW AND LEGISLATION
  - Occupational health risks and the worker's right to know, 3-60.
  - Employment at will: a dying concept, 10-177.
- EMPLOYEE SERVICES--COMPARATIVE STUDIES
  - Services for employees, 5-18.
- EMPLOYEE THEFT
  - Internal theft: the multi-billion-dollar disappearing act, 1-45.
  - Silent partners: employees who embezzle, 6-43.
  - High cost of employee theft, 11-34.
  - Computer crime; wave of the future, 11-35.
  - Do you have thieves on your payroll? 12-22.
- EMPLOYEE THEFT--CONTROL
  - To catch a corporate thief, 3-51.
  - Locking out computer crime, 9-42.
  - High cost of employee theft, 11-34.
  - Do you have thieves on your payroll? 12-22.
- EMPLOYEE THEFT--RESEARCH
  - Climate of honesty in retail stores 1-42.
  - Theft by employees in work organizations, 2-33.
- EMPLOYEES' COMPENSATION
  - [Psychological stress] 3-65.
  - When recession takes health care to court, 5-177.
- EMPLOYEES' COMPENSATION--ADMINISTRATION
  - Putting 'work' back into workers' compensation, 1-53.
- EMPLOYEES' COMPENSATION--ADMINISTRATION--EVALUATION
  - *Workers' compensation: the Federal experience, 2-43.
  - *Compensating and rehabilitating injured Federal workers, 5-44.
  - *Injury compensation process delays prompt payment of benefits to Federal workers, 6-52.
- EMPLOYEES' COMPENSATION--CASE STUDIES
  - Audiometry does not equal hearing conservation, 5-39.
- EMPLOYEES' COMPENSATION--CASES
  - Performing two roles: the dual capacity doctrine, 3-69.
- EMPLOYEES' COMPENSATION--COMPARATIVE STUDIES
  - Workers' compensation: key legislation in 1981, 4-49.
- EMPLOYEES' COMPENSATION--LAW AND LEGISLATION
  - Outputs and outcomes of state workmen's compensation laws, 2-44.
  - Workers' compensation: key legislation in 1981, 4-49.
- EMPLOYEES' COMPENSATION--RESEARCH
  - Influence of workers' compensation on safety incentives, 3-68.
- EMPLOYERS' LIABILITY
  - Sexual harassment: the employer's legal obligations, 2-35.
- EMPLOYERS' LIABILITY--CASES
  - Sexual harassment in the work place: the scope of employer liability, 3-54.
  - Physical examinations and company liability: a legal update, 3-63.
  - Performing two roles: the dual capacity doctrine, 3-69.
- EMPLOYERS' LIABILITY--LAW AND LEGISLATION
  - Employer liability for employee misconduct, 4-43.

EMPLOYMENT AGENCIES
- Are employment agencies jeopardizing your selection process? 1-6.
- Historical overview of the intergovernmental job information center in Detroit, 11-76.

EMPLOYMENT FORECASTING
- How to forecast your own working future, 4-236.
- Careers with a future: where the jobs will be in the 1990s, 7-159.

EMPLOYMENT FORECASTS
- Three paths to the future: occupational projections, 1980-90, 4-111.

EMPLOYMENT REFERENCES
- To be or not to be a reference, 5-6.
- Lies on the resume, 9-7.
- Be a better telephone reference, 10-6.

EMPLOYMENT REFERENCES--CASES
- Negative references and legal liability, 12-1.

EMPLOYMENT SERVICES
  Historical overview of the intergovernmental job information center in Detroit, 11-76.
EMPLOYMENT SERVICES--ADMINISTRATION
  Recruiting alumni on college campuses, 6-4.
EMPLOYMENT SERVICES--DIRECTORIES
  *Federal Job Information Centers; directory, 3-12.
ENGINEERING AIDES--EDUCATION--DIRECTORIES
  Accredited programs leading to degrees in engineering technology by institution, 1-184.
  Accredited programs leading to degrees in engineering technology by program, 1-185.
  Accredited programs leading to degrees in engineesing technology by institution, 1981, 12-155.
ENGINEERING AIDES--PAY
  Salaries of engineering technicians and technologists, 1979, 5-189.
  Technicians' and technologists' paychecks, 9-160.
ENGINEERING AIDES--STATISTICS
  Salaries of engineering technicians and technologists, 1979, 5-189.
ENGINEERS--ATTITUDES
  Job difficulty as interpreted by incumbents: a study of nurses and engineers, 8-103.
ENGINEERS--CAREER OPPORTUNITIES
  Help wanted: engineers, 6-201.
  *Career path catalog: a guide to career planning for NUSC employees, 7-3.
ENGINEERS--CHARACTERISTICS
  Engineering: next in line for productivity push? 8-174.
ENGINEERS--EDUCATION--DIRECTORIES
  Accredited programs leading to degrees in engineering by institution, 1980, 1-183.
  Accredited programs leading to degrees in engineering by institution, 1981, 12-154.
ENGINEERS--EMPLOYMENT--STATISTICS
  *Science and engineering employment: 1970-1980, 1-188.
  *Demand for engineers, 11-144.
  *Science, engineering, and humanities doctorates in the United States; 1981 profile, 11-145.
ENGINEERS--MANAGEMENT FUNCTIONS
  Engineers' managerial tasks, 4-197.
ENGINEERS--PAY
  *Salaries of scientists, engineers and technicians; a summary of salary surveys, 1-187.
  Help wanted: engineers, 6-201.
  *Professional engineer income and salary survey, 1982, 8-25.
ENGINEERS--RESPONSIBILITIES
  Scope and functions of the professional safety position, 4-196.
ENGINEERS--STATISTICS
  *Supply and demand for scientists and engineers, 5-190.
ENGINEERS--UTILIZATION--CASE STUDIES
  "Recycled" engineers provide talent and technical expertise at Monsanto, 7-207.
ENGINEERS--UTILIZATION--RESEARCH
  *Work-at-home experiment, 10-186.
ENGINEERS--WORKFORCE PLANNING
  How to bridge the technology gap in manpower planning, 5-187.
  Engineer shortage: is it for real? 5-188.
ENVIRONMENTAL PSYCHOLOGY
  Are disabled trainees handicapped by our designs? 8-90.
EQUAL OPPORTUNITY IN EMPLOYMENT
  Affirmative action in the 1980s: dismantling the process of discrimination, 1-59.
  New directions for OFCCP, 2-48.
  *Layoffs, RIFs, and EEO in the public sector, 4-183.
  Affirmative action 1981, 5-45.
  *Supplemental statement before the Bipartisan Congressional Forum on Equal Employment Opportunity and Affirmative Action, 5-50.
  Nonreferral unions and equal employment opportunities, 6-56.
  *Labor market analysis for equal employment opportunities (EEO) planing, 7-64.
  *Room at the top of Foggy Bottom? 8-52.
  Job ahead on equal employment regulations, 8-53.
  *Confronting racial isolation in Miami, 9-49.
  EEO in public safety agencies, 12-35.
  Racial diversity in organizations and its implications for management, 12-36.
  Symposium: EEO policies and research: a retrospective on the seventies, 12-40.
EQUAL OPPORTUNITY IN EMPLOYMENT--ADMINISTRATION--EVALUATION
  Jobs: the pursuit of fairness, 5-48.
  *'Tough cop' on private sector, but few arrests in own precinct, 5-49.
  *A look at equal opportunity in employment, 7-65.
EQUAL OPPORTUNITY IN EMPLOYMENT--CASE STUDIES
  Human resources management; text and cases, 11-112.
  *Equal employment opportunity program in stress, 12-34.

EQUAL OPPORTUNITY IN EMPLOYMENT--CASES
  Legal look at performance appraisal, 3-168.
  Application of Title VII to jobs in high places, 8-49.
  Surviving an EEO lawsuit, 9-46.
  EEO in public safety agencies, 12-35.
EQUAL OPPORTUNITY IN EMPLOYMENT--LAW AND LEGISLATION
  Has the fair-employment movement affected a manager's ability to manage? 2-47.
  *Old age, handicapped, and Vietnam era anti-discrimination legislation, 4-52.
  *Changes needed in the Federal employment discrimination laws, 10-34.
  *Equal employment opportunity as public policy, 11-44.
  Uniform guidelines on employee selection procedures should be reviewed and revised, 12-42.
ETHICS
  Is whistle-blowing the same as informing? 2-49.
  Ethics of MBO, 6-135.
  *Toward a more positive effort to improve ethics and honesty in the United States government, 9-50.
ETHICS--LAW AND LEGISLATION
  *Is Federal ethics law really working? 1-61.
  *Ethics in Government Act, conflict of interest laws and Presidential recruiting, 2-51.
  *Reforming the special prosecutor process, 5-52.
EUROPEAN ECONOMIC COMMUNITY
  Social security law of the European communities, 5-183.
EXCEPTED POSITIONS
  *Discharge rights of attorneys in the excepted service, 3-190.
EXECUTIVE ADVISORY BODIES
  *Another blitz on inefficiency, 8-163.
  President's Private Sector Survey on Cost Control in the Federal Government, 8-168.
EXECUTIVE COMPENSATION
  Retaining good managers without golden handcuffs, 1-64.
  Executive pay and its new wrinkles, 1-76.
  Executive compensation in Washington area high technology companies, 1-81.
  Richer than all their tribe, 2-72.
  Fifth annual Hay report on executive compensation, 3-85.
  In a recession, even executives take lumps, 4-68.
  Fat pay in lean times, 6-73.
  No sign of recession in pay at the top, 6-75.
  Cream at the top, 6-76.
  Madness of executive compensation, 8-79.
  Executive givebacks, 8-80.
  1981 tax act: boon to managerial compensation, 8-81.
  Hard times catch up with executives, 10-74.
  Sixth annual Hay report on executive compensation, 12-47.
  Compensation committee; survey and analysis, 12-48.
EXECUTIVE COMPENSATION--ADMINISTRATION
  Reinforcing corporate strategy through executive compensation, 1-80.
  Focusing company reward systems to help achieve business objectives, 12-49.
EXECUTIVE COMPENSATION--ADMINISTRATION--EVALUATION
  Executive compensation--a total pay perspective, 1-77.
EXECUTIVE COMPENSATION--COMPARATIVE STUDIES
  International executive compensation, 3-87.
EXECUTIVE COMPENSATION--CONFERENCES
  National conference proceedings, 1981, 5-64.
EXECUTIVE COMPENSATION--STATISTICS
  Administrative salaries continue to climb, 1-78.
  Executive compensation in Washington area high technology companies, 1-81.
  Executive compensation study; 500 largest industrials, 7-87.
  Executive compensation, '81: an RIA survey, 9-61.
EXECUTIVE EFFECTIVENESS
  You've been promoted to manager: now what? 8-87.
  Validity of Hersey and Blanchard's theory of leader effectiveness, 9-104.
  Management of organizational behavior; utilizing human resources, 10-95.
  Managerial assertiveness, 11-58.
  What effective general managers really do, 12-53.
EXECUTIVE EFFECTIVENESS--METHODS
  Adventures in the image trade, 10-87.
EXECUTIVE EFFECTIVENESS--RESEARCH
  Management by Grid principles or situationalism, 4-59.
  Leadership, 9-106.
  Managerial effectiveness: potential contributions of the behavioral approach, 12-50.
EXECUTIVE EFFECTIVENESS--TEXTBOOKS
  Personnel management process; human resources administration and development, 8-68.

EXECUTIVE FAMILIES
- Who provides career assistance for the "trailing" spouse? 2-181.
- Impact of dual career couples on employers: problems and solutions, 3-6.

EXECUTIVE PERQUISITES
- Inflation, taxes and perks: how compensation is changing, 1-79.
- Richer than all their tribe, 2-72.
- *How VIP's live high at taxpayers expense, 6-74.
- Workout; a visit to an executive fitness center, 6-77.
- Status symbols: signs on the road to success, 9-60.
- *Use of Federal employees as personal aides to Federal officials in selected departments and agencies, 12-7.

EXECUTIVE PERQUISITES--COSTS
- *Use of Federal employees as personal aides to Federal officials in selected departments and agencies, 12-7.

EXECUTIVE RECRUITERS
- Why an executive search fails, 1-85.
- Anatomy of an executive search, 8-83.

EXECUTIVE RECRUITERS--DIRECTORIES
- Executive recruiters: a directory, 3-91.

EXECUTIVE SUCCESSION
- When you leave, who will fill your shoes? 8-84.
- Management succession, 10-81.

EXECUTIVE SUCCESSION--CASE STUDIES
- Succession planning in the Ministry of Transportation and Communications, Province of Ontario, 4-56.
- Management succession at Arizona Public Service, 4-58.

EXECUTIVE SUCCESSION--PLANNING
- Management succession planning: new approaches for the 80's, 5-55.

EXECUTIVE SUCCESSION--RESEARCH
- *Effects of managerial succession on organizational performance, 3-159.

EXECUTIVES
- New target: reducing staff and levels, 1-170.
- Managers as union activists, 2-52.
- Firing at the top, 2-56.
- If kidnappers strike..., 2-58.
- Image of the public administrator, 4-54.
- When the boss is in trouble, 4-55.
- Negotiating your own severance arrangements, 5-56.
- Why executives jump ship, 6-63.
- Can managers be fired? 6-64.
- More workers are refusing promotions, 6-178.
- Middle manager as innovator, 9-58.
- *Supreme Court defines immunities of Federal officials, 11-52.

EXECUTIVES--ABILITIES
- Strategy and tactics: military analogies for human resources managers, 1-68.
- The leader; a new face for American management, 1-69.
- Some practical pointers on motivation, 1-125.
- Shape of industry to come, 2-60.
- Human services management task: a time allocation study, 2-61.
- Competence and power in managerial decision-making; a study of senior levels of organization in eight countries, 2-62.
- New approach to problem solving, 2-64.
- System 4: a resource for improving public administration, 2-66.
- Project manager: technician or administrator, 2-67.
- Neglected managerial communication skills, 2-69.
- Combination careers: business and government, 3-77.
- SKI-management self-development, 4-62.
- Managerial obsolescence: the forgotten human resource function, 4-64.
- Art of managing people, 4-161.
- Of time and the manager, 5-121.
- Managing creatively, 6-71.
- Sensitivity--the missing ingredient for success, 7-85.
- Mind uncaged: hypnosis and the manager, 8-71.
- You've been promoted to manager: now what? 8-87.
- Coping with conflict across departmental lines, 9-54.
- Management matchmaker, 9-57.
- How to choose a leadership style, 9-103.
- Writing for decision makers; memos and reports with a competitive edge, 10-71.
- Crisis management: how to turn disasters into advantages, 10-79.
- One minute manager, 11-53.
- If you want to be irreplaceable--you will be! 11-54.
- *In the public service, 11-55.
- How to sell your ideas to top management, 11-57.
- Managerial assertiveness, 11-58.
- MIS: still outside the inner circle, 12-46.
- What effective general managers really do, 12-53.

EXECUTIVES--ABILITIES--CASE STUDIES
- *A bureaucrat who made a difference--for the better, 1-122.
- General managers are not generalists, 7-80.

General managers, 8-74.
EXECUTIVES--ABILITIES--COMPARATIVE STUDIES
Alike but different: U.S. and European executives, 7-76.
EXECUTIVES--ABILITIES--RESEARCH
Testing Rogers' humanistic theory for manager creativity, 6-40.
Influence of the chief executive on city line agencies, 6-68.
Competent manager, 6-69.
EXECUTIVES--ADDRESSES, ESSAYS, LECTURES
Changing world of the executive, 8-58.
EXECUTIVES--ATTITUDES
*Why do executives leave the Federal service? 1-65.
Management information disclosure to employees, 2-15.
Making trade-offs between job attributes, 2-70.
Executive work perceptions and the quality of working life, 3-82.
Managerial obsolescence: the forgotten human resource function, 4-64.
Management attitudes toward productivity, 4-170.
Retirement decision; how American managers view their prospects, 4-189.
What's wrong with management, 5-117.
What men are saying about women in business, 5-206.
*Report on the senior executive service, 6-66.
*Rational politicians and rational bureaucrats in Washington and Whitehall, 7-11.
How executives see women in management, 8-60.
*Elusive bottom line: productivity in the Federal workforce, 8-62.
*Perceptions of the policy-making environment: cognitive differences among administrators in five Federal agencies, 8-75.
Managerial competence: the public affairs aspect, 8-88.
Monitoring the flow of managerial talent: creating and using a model, 10-77.
*CSRA performance appraisals and merit pay: growing uncertainty in the Federal work force, 10-145.
Strategic planning and human resource management, 10-148.
EXECUTIVES--ATTITUDES--COMPARATIVE STUDIES
Today's young managers: they can do it, but will they? 3-81.
Upward mobility patterns of men and women in New York City government, 5-61.
Alike but different: U.S. and European executives, 7-76.
Some evidence for an international managerial culture, 8-59.
Analyzing cultural stereotypes in multinational business: United States and Australia, 10-72.
EXECUTIVES--ATTITUDES--RESEARCH
Escalation of commitment to a course of action, 1-73.
Scientific and technical information in public management, 4-60.
Top managers' beliefs and rationales for participation, 6-70.
Competent manager; a model for effective performance, 7-73.
Problems facing first-time managers, 10-73.
EXECUTIVES--BIOGRAPHY
*Executive bio-pictorial directory, 2-55.
EXECUTIVES--CAREER OPPORTUNITIES
Executive jobs: a 'down' market, 12-45.
EXECUTIVES--CAREER PLANNING--PROBLEMS, EXERCISES, ETC.
Upward mobility, 6-67.
EXECUTIVES--CHARACTERISTICS
When should an executive lie? 1-66.
Where they come from: CEOs in 1952 and 1980, 1-67.
Strategy and tactics: military analogies for human resources managers, 1-68.
Mapping managerial styles, 1-70.
Don't make applicants feel like supplicants, 2-59.
Decision styles--in theory, in practice, 2-63.
Why do some people outperform others? 2-65.
Note on sex-role identity effects on managerial aspirations, 2-68.
Jekyll and Hyde managers, 4-63.
Manager dilemmas and executive growth, 5-62.
How to assess your managerial style, 5-63.
Sex differences in personality traits of female and male master of business administration students, 7-20.
Boss: it doesn't have to be a four letter word, 7-74.
Business of business; managing with style, 7-77.
Executives without degrees, 7-79.
Peers and power: a delicate imbalance, 7-84.
Sensitivity--the missing ingredient for success, 7-85.
Leadership transforms vision into action, 7-144.
Plight of the unwed executive, 8-72.
Executive leadership: how to get it & make it work, 8-77.

Modern samurai society; duty and dependence in contemporary Japan, 8-76.
30 most common problems in management and how to solve them, 8-121.
Women entering management: differences in perceptions of factors influencing integration, 9-56.
Management matchmaker, 9-57.
Finding a manager who fits in, 9-69.
Leadership style: attitudes and behaviors, 9-105.
Decision-making styles, 9-107.
Essence of leadership, 9-108.
Conflict in the office, 10-70.
How to develop--and keep--a solid management team, 10-82.
*In the public service, 11-55.

EXECUTIVES--CHARACTERISTICS--CASE STUDIES
General managers are not generalists, 7-80.
General managers, 8-74.

EXECUTIVES--CHARACTERISTICS--COMPARATIVE STUDIES
First few years on the job: women in management, 1-71.
Today's young managers: they can do it, but will they? 3-81.
Upward mobility patterns of men and women in New York City government, 5-61.
Alike but different: U.S. and European executives, 7-76.
Bureaucrats and politicians in western democracies, 8-63.
Factors that motivate public and private sector managers, 11-56.
Human needs and job satisfaction: a multidimensional approach, 11-73.

EXECUTIVES--CHARACTERISTICS--RESEARCH
Effects of sex differences on the preference for utilization of conflict styles of managers in a work setting, 1-72.
Managers and their organizations: an interactive approach to multidimensional job satisfaction, 2-103.
Model for understanding managerial jobs and behavior, 3-93.
Executive development: factors and changes, 5-58.
Impact of personal influence, self-esteem and locus of control on satisfaction with performance appraisal systems, 5-136.
Competent manager, 6-69.
Kilmann and Herden model of organizational effectiveness criteria for small business managers, 7-78.
Top executive locus of control and its relationship to strategy-making, structure, and environment, 7-81.
*Black political executives and black political interests: 1961-1980, 7-83.
*Executive stress and Federal supergrade executives; a comparative analysis of black and white executives, 8-64.
Problems facing first-time managers, 10-73.
Human needs and job satisfaction: a multidimensional approach, 11-73.

EXECUTIVES--CHARACTERISTICS--STATISTICS
Administrative salaries continue to climb, 1-78.

EXECUTIVES--CHARACTERISTICS--TEXTBOOKS
Organizational behavior: its data, first principles and applications, 7-109.
Personnel management process; human resources administration and development, 8-68.

EXECUTIVES--DIRECTORIES
*Braddock's Federal-state-local directory, 1981-82, 2-53.
*Federal financial management directory, 1981-1982, 2-179.

EXECUTIVES--EDUCATION
Executives without degrees, 7-79.

EXECUTIVES--ETHICS
Manager as moralist, 3-76.
Jekyll and Hyde managers, 4-63.
Managerial dilemmas and executive growth, 5-62.
*Toward a more positive effort to improve ethics and honesty in the United States government, 9-50.
*Doing good by staying in? 9-51.

EXECUTIVES--ETHICS--COMPARATIVE STUDIES
Ethical conduct and behavior of public executives compared to that of corporate executives, 5-53.

EXECUTIVES--EVALUATION
*Administration by contract, 3-89.
"Did somebody forget to tell you? You're fired!" 7-90.

EXECUTIVES--EVALUATION--ADMINISTRATION--EVALUATION
*Role of the PRB in the bonus decision: pitfalls to avoid, 1-82.
*Bonus boards appraised, 3-88.

EXECUTIVES--EVALUATION--CASE STUDIES
*A bureaucrat who made a difference--for the better, 1-122.
Performance in planning a large project, 8-82.
Performance based evaluation for administrators in colleges and universities, 9-64.

EXECUTIVES--EVALUATION--FORMS
Performance based evaluation for administrators in colleges and universities, 9-64.

EXECUTIVES--EVALUATION--METHODS
*From MBO to MBR, 10-75.

EXECUTIVES--EVALUATION--RESEARCH
  Social interaction, observation, and stereotypes as determinants of differentiation in peer ratings, 7-89.
  Relationship between previous experience, intelligence and background characteristics of participants and their performance in an assessment centre, 11-4.
  Managerial effectiveness: potential contributions of the behavioral approach, 12-50.
EXECUTIVES--FRINGE BENEFITS
  Executive compensation, 1-75.
  How managers rated in 1981, 4-67.
  Executive givebacks, 8-80.
  Hard times catch up with executives, 10-74.
EXECUTIVES--HEALTH
  What the doctors say about stress, 1-83.
  Burnout: a real threat to human resources managers, 1-84.
  Looking out for the executive alcoholic, 2-74.
  On Type A behavior, 6-48.
  Personal wellness, 7-92.
  Many executives complain of stress, but few want less-pressured jobs, 11-59.
EXECUTIVES--HEALTH--RESEARCH
  Impact of occupational demands on nonwork experiences, 4-69.
  Occupational stress, Type A behavior, and physical well being, 7-58.
EXECUTIVES--MENTAL HEALTH
  Burnout: a real threat to human resources managers, 1-84.
  Win your battles with the clock, 4-70.
  Fighting the management blues, 4-71.
  High cost of stress on women managers, 7-91.
  Many executives complain of stress, but few want less-pressured jobs, 11-59.
EXECUTIVES--MENTAL HEALTH--RESEARCH
  Impact of occupational demands on nonwork experiences, 4-69.
EXECUTIVES--MOBILITY
  What mortgage rates are doing to executive mobility, 4-187.
  When executives bail out to move up, 10-69.
EXECUTIVES--MOBILITY--CONTROL
  Retaining good managers without golden handcuffs, 1-64.
EXECUTIVES--MOTIVATION
  Can organizational design make up for motivational decline? 3-83.
EXECUTIVES--MOTIVATION--COMPARATIVE STUDIES
  Factors that motivate public and private sector managers, 11-56.
EXECUTIVES--MOTIVATION--RESEARCH
  Decline and stabilization of managerial motivation over a 20-year period, 7-82.
  Assessment of local government management motivational programs: performance targeting with and without monetary incentives, 8-125.
EXECUTIVES--PAY
  Executive compensation, 1-75.
  *Actions needed to enhance the credibility of Senior Executive Service performance award programs, 2-73.
  *The war on civil servants, 3-15.
  How managers rated in 1981, 4-67.
  *Raising the pay cap, 5-28.
  Risk management: selected characteristics for individual cities and counties, 5-69.
  No sign of recession in pay at the top, 6-75.
  Salaries of municipal officials for 1982, 7-86.
  1981-1982 salary budget survey, 8-21.
  Executive jobs: a 'down' market, 12-45.
EXECUTIVES--PAY--ADMINISTRATION
  Executive compensation--a total pay perspective, 1-77.
  Inter-city cost of living versus salary differentials, 3-86.
EXECUTIVES--PAY--STATISTICS
  Executives' pay goes up, up and away, 7-88.
  Sixth annual Hay report on executive compensation, 12-47.
EXECUTIVES--PERSONNEL POLICIES
  Guide to the management category, 2-14.
  Senior management category, 3-17.
EXECUTIVES--PORTRAITS, CARICATURES, ETC.
  *Executive bio-pictorial directory, 2-55.
EXECUTIVES--PROMOTION
  When executives bail out to move up, 10-69.
  If you want to be irreplaceable--you will be! 11-54.
EXECUTIVES--PUBLIC OPINION
  *Managing the Reagan revolution, 6-182.
EXECUTIVES--RECRUITMENT
  Why an executive search fails, 1-85.
  Care and feeding of contacts, 3-90.
  Executive search, 5-65.
  *Why not the best? 7-94.
  Executive hiring deserves more than spare-time treatment, 9-66.
  Finding a manager who fits in, 9-69.
  When executives bail out to move up, 10-69.
  Who will lead the computer revolution? 12-51.

EXECUTIVES--RECRUITMENT--CASE STUDIES
  Anatomy of an executive search, 8-83.
EXECUTIVES--RECRUITMENT--RESEARCH
  Monitoring the flow of managerial talent: creating and using a model, 10-77.
EXECUTIVES--RESPONSIBILITIES
  Role and function of the safety manager, 1-87.
  Recognizing hazards: whose responsibility? 1-180.
  *When the curtain falls: separation of functions in the Federal administrative agencies, 2-75.
  Six critical issues for the eighties, 3-92.
  Physician as a manager, 4-87.
  Job enrichment through symbol management, 4-105.
  Shirt-sleeves management, 4-198.
  CEOs and the paradox of power, 5-66.
  Risk management: selected characteristics for individual cities and counties, 5-69.
  Improvement of quality and productivity through action by management, 5-154.
  Managing the end: death and dying in public organization, 5-172.
  *Public manager's guide, 6-78.
  Bureaupathology: the denigration of competence, 6-79.
  *Managing the Reagan revolution, 6-182.
  Gaining mutual independence through training, 6-210.
  Problem analyst, 7-52.
  Business of business; managing with style, 7-77.
  Organizing for productivity management, 7-96.
  Stepping over boundaries, 7-97.
  Predictions for personnel and industrial relations in 1985, 7-176.
  Playing fair, 8-85.
  Changing role of the manager, 8-86.
  You've been promoted to manager; now what? 8-87.
  Managerial competence: the public affairs aspect, 8-88.
  How 'bout a little pat on the back? 8-128.
  Corporate responsibility: putting your act together, 9-67.
  Choices for the manager, 9-68.
  Management actions to support transfer of training, 9-172.
  Corrective discipline process, 10-53.
  How to make line positions more attractive for MBAs, 10-68.
  Problems facing first-time managers, 10-73.
  Planning--I haven't got time! 10-78.
  Crisis management: how to turn disasters into advantages, 10-79.
  Guidelines to effective communications, 10-80.
  *In the public service, 11-55.
  Coaching and counseling: a vital role for managers, 12-52.
  What effective general managers really do, 12-53.
EXECUTIVES--RESPONSIBILITIES--RESEARCH
  Model for understanding managerial jobs and behavior, 3-93.
  Responses to failure: the effects of choice and responsibility on impression management, 4-72.
  Manager's self-assessments of managerial roles, 4-73.
  Modeling decision-specific stress: some methodological considerations, 9-65.
EXECUTIVES--RETIREMENT
  Limiting a CEO's tenure, 3-78.
  Retirement decision; how American managers view their prospects, 4-189.
EXECUTIVES--RETIREMENT--CASE STUDIES
  Life after the executive suite, 6-196.
  Recruitment advertising and academic library directorships, 7-93.
EXECUTIVES--SELECTION
  Content validity of assessment center tests, 1-3.
  Meeting expectations: new MBAs and their employers, 1-88.
  Management succession at Arizona Public Service, 4-58.
  Managers--born? developed?--or both? 6-81.
  Executive hiring deserves more than spare-time treatment, 9-66.
  Finding a manager who fits in, 9-69.
  Executive management reform -- the case of California, 9-70.
  How to develop--and keep--a solid management team, 10-82.
EXECUTIVES--SELECTION--CASES
  Application of Title VII to jobs in high places, 8-49.
EXECUTIVES--SELECTION--RESEARCH
  Capturing rater policies in evaluating candidates for promotion, 2-76.
EXECUTIVES--TRAINING
  Educating the innovative public manager, 2-77.
  Learning in the wild, 3-95.
  CAP: the making of an executive; Career Assignment Program 1983, 4-75.
  Why sales managers need more and better management training, 6-84.
  Ways of winning motivational support for management education programs, 8-89.
  *Address to FEIAA, 9-53.

Picking the right person for your mentor, 9-71.
OD strategy for policy implementation: the case of North Carolina state government, 10-15.
Adventures in the image trade, 10-87.
*Career development: a collaborative approach, 11-8.
Making experience pay; management success through effective learning, 12-58.
EXECUTIVES--TRAINING--ADMINISTRATION
Are your management development programs working? 1-89.
Getting the most from management development programs, 3-96.
Evaluating the effectiveness of management training, 6-80.
Impact of Situational Leadership and classroom structure on learning effectiveness, 9-72.
Increase the stakes to expand your training effectiveness, 11-62.
EXECUTIVES--TRAINING--ADMINISTRATION--EVALUATION
Training evaluation, 10-203.
EXECUTIVES--TRAINING--BIBLIOGRAPHY
Management and supervisory training: a review and annotated bibliography, 2-79.
Mentoring system of developing managers, 12-61.
EXECUTIVES--TRAINING--CASE STUDIES
Adding reality to role play, 4-76.
Learning anew; a formal program continues managers' education, 5-70.
*Internal advanced management programs for executive development, 9-78.
Why Dayton Power trained its managers 'before the beginning,' 10-84.
Increase the stakes to expand your training effectiveness, 11-62.
Outward Bound for execs, 12-59.
Executive level fellowships training in labor relations, 12-60.
EXECUTIVES--TRAINING--EVALUATION
Getting the most from management development programs, 3-96.
Executive yearn to learn, 6-82.
Analysis of the effectiveness of a management training program, 9-73.
Subordinates' reactions to performance appraisal interviews, 12-57.
EXECUTIVES--TRAINING--METHODS
Goal setting interview skills training: simulated and on-the-job analyses, 2-78.
Simulation: balancing the pros and cons, 3-220.
Innovative twists in management development, 9-74.
Relapse prevention for managerial training: a model for maintenance of behavior change, 10-86.
EXECUTIVES--TRAINING--RESEARCH
Administrator training, 6-83.
Trainability concept for management potential and an empirical study of its relationship with intelligence for two managerial skills, 8-69.
*Promise of leadership-style training: an outdated myth? 10-85.
*Beyond the myth of leadership-style training--planned organizational change, 11-61.
Subordinates' reactions to performance appraisal interviews, 12-57.
EXECUTIVES--TRAINING--THEORY
Trends in management development: introducing theory "P," 11-63.
EXECUTIVES--WORKFORCE PLANNING
Strategic human resource management, 6-163.
EXECUTIVES--WORKFORCE PLANNING--ADMINISTRATION
Management succession planning: new approaches for the 80's, 5-55.
*Executive resources management; roles and functions, 5-57.
EXECUTIVES--WORKFORCE PLANNING--RESEARCH
Creating and using a model to monitor managerial talent, 5-54.
EXIT INTERVIEWS
How to hire and fire safely, 2-96.
The long goodbye, 3-188.
Exit interview: effective tool or meaningless gesture? 10-104.
EXIT INTERVIEWS--CASE STUDIES
"I was fired!" 11-134.
EXPECTANCY THEORY
Manipulating subjective expectancy through feedback: a laboratory study of the expectancy-performance relationship, 10-127.
EXPECTANCY THEORY--RESEARCH
Pygmalion goes to boot camp: expectancy, leadership, and trainee performance, 7-153.
EXPENDITURES, PUBLIC
*Congressional spending, 4-178.
Better government at half the price, 6-179.

F

FACTORY MANAGEMENT
Westinghouse, part 2: what it means in the factory, 5-164.
FAMILY (SOCIOLOGICAL UNIT)
Dual career couple dilemma, 3-3.
Balancing jobs and family life, 6-95.
Dual career couple: a challenge to personnel in the eighties, 7-181.

FAMILY (SOCIOLOGICAL UNIT)--CONFERENCES
  New management initiatives for working parents, 9-186.
FAMILY (SOCIOLOGICAL UNIT)--STATISTICS
  Families at work; strengths and strains, a survey, 10-205.
FATIGUE, MENTAL
  How you can beat job burnout, 1-49.
  Stress & the bottom line, 6-49.
  Burnout, 11-40.
FATIGUE, MENTAL--ADDRESSES, ESSAYS, LECTURES
  Burnout syndrome, 5-38.
FEDERAL EMPLOYEES
  CSA closedown--a myth challenged, 9-16.
FEDERAL EMPLOYEES--ATTITUDES
  Whistleblowing and the Federal employee; blowing the whistle on fraud, waste, and mismanagement--who does it and what happens, 1-47.
FEDERAL EMPLOYEES--CAREER OPPORTUNITIES
  Moving out of government, 4-110.
FEDERAL EMPLOYEES--CIVIL RIGHTS
  Snepp v. United States: the CIA secrecy agreement and the first amendment, 1-44.
  6 steps to a firmer grip on your job, 9-19.
FEDERAL EMPLOYEES' COMPENSATION ACT--ADMINISTRATION--EVALUATION
  Compensating and rehabilitating injured Federal workers, 5-44.
  Injury compensation process delays prompt payment of benefits to Federal workers, 6-52.
FEDERAL EMPLOYEES--LIABILITY
  Suits against officials should not be blocked, 3-10.
FEDERAL EMPLOYEES--LIABILITY--BIBLIOGRAPHY
  Personal liability of public administrators: a current sourcelist, 3-14.
FEDERAL EMPLOYEES--LIABILITY--CASES
  Tort liability hinders Federal management, 2-7.
  Toward a constitutional law of torts; the Burger Court and official liability, 9-13.
  Supreme Court defines immunities of Federal officials, 11-52.
FEDERAL EMPLOYEES--STATISTICS
  Playing the numbers on Federal employees, 1-154.
FEDERAL EXECUTIVE INSTITUTE
  *Address to FEIAA, 9-53.
FEDERALLY EMPLOYED WOMEN
  Survey: sexual harassment on the job, 6-45.
FEEDBACK (PSYCHOLOGY)
  Differential effects of supervisor verbal feedback and feedback plus approval on institutional staff performance, 2-147.
  Performance feedback in organizational behavior management, 2-152.
  Enhancing productivity through feedback and goal setting, 5-155.
  Feedback technology and the growing appetite for self-knowledge, 6-211.
  Effects of attendance-contingent feedback and praise on attendance and work efficiency, 8-3.
  Utility concepts in performance measurement, 8-147.
  Manipulating subjective expectancy through feedback: a laboratory study of the expectancy-performance relationship, 10-127.
  Bottom line in performance evaluation, 10-144.
FEEDBACK (PSYCHOLOGY)--RESEARCH
  Effects of goal setting, external feedback, and self-generated feedback on outcome variables, 7-154.
  Maintaining new procedures using feedback to staff, a hierarchical reporting system, and a multidisciplinary management group, 8-135.
FEES, PROFESSIONAL--LAW AND LEGISLATION
  Changes needed in the Federal employment discrimination laws, 10-34.
FIELD OFFICES--COSTS
  Aggregate field expense study 1978-1980, 7-148.
FILMS
  Behavior modeling, 4-222.
  Training films, 6-217.
FINAL OFFER SELECTION--RESEARCH
  Pre- and post-intervention effects of conventional versus final offer arbitration, 2-112.
FINANCE, PERSONAL
  RIF survival handbook, 6-189.
  If you lose your job--ways to survive, 10-173.
FINANCE, PUBLIC
  *Congressional spending, 4-178.
FINANCE, PUBLIC--STATISTICS
  Significant features of fiscal federalism, 1980-81, 3-35.
FINANCIAL INCENTIVES
  Implementing quality circles: a hard look at some of the realities, 2-167.
  Productivity pay, 6-29.
  Implementing a successful suggestion system, 9-91.
FINANCIAL INCENTIVES--RESEARCH
  Employee reactions to continuous and variable ratio reinforcement schedules involving a monetary incentive, 10-45.
FINANCIAL MANAGEMENT
  *Federal financial management directory, 1981-1982, 2-179.
  *Doing better with less: optimum choice analysis, 10-123.

FIRE FIGHTERS--BIBLIOGRAPHY
Firefighter job performance, evaluation, and selection: a bibliography, 8-151.
FIRE FIGHTERS--FRINGE BENEFITS
Full-time fire personnel in Connecticut; salaries, hours, vacations, pensions and other benefits, 1980-81, 1-21.
FIRE FIGHTERS--PAY
Full-time fire personnel in Connecticut; salaries, hours, vacations, pensions and other benefits, 1980-81, 1-21.
FIRE FIGHTERS--PAY--STATISTICS
Report of salaries for firefighting personnel of paid fire departments in New York, 6-24.
First 1982 report covering firefighting personnel of paid fire departments in New York State, 9-26.
FIRE FIGHTERS--PERSONNEL POLICIES
Firefighter job performancce, evaluation, and selection: a bibliography, 8-151.
FIRE FIGHTERS--SELECTION
Fire belles in the night, 5-47.
FLEXIBLE WORKING HOURS
*New work schedules in practice; managing time in a changing society, 1-101.
Update on alternative work methods, 4-94.
Handing over the reins; why employees should control their work lives, 5-216.
Flexiyear schedules in Germany, 7-106.
Company experience with flexible work schedules, 12-66.
FLEXIBLE WORKING HOURS--ADMINISTRATION
Alternative work pattern applications, 2-87.
*Federal flexitime system, 5-81.
FLEXIBLE WORKING HOURS--DIRECTORIES
State alternative work schedule manual, 9-83.
FLEXIBLE WORKING HOURS--ADMINISTRATION--EVALUATION
*Alternative work schedules experimental program; interim report to the President and the Congress, 2-91.
FLEXIBLE WORKING HOURS--BIBLIOGRAPHY
Rearranged work schedules in the private sector; bibliographic and case study analysis, 3-100.
Changing American work schedule: a selected bibliography, 3-105.
Flexible work hours and transportation, 5-80.
FLEXIBLE WORKING HOURS--CASE STUDIES
At Prudential: a ten year track record in new work schedules, 1-99.
Rearranged work schedules in the private sector; bibliographic and case study analysis, 3-100.
FLEXIBLE WORKING HOURS--COMPARATIVE STUDIES
*Federal flexitime system, 5-81.
FLEXIBLE WORKING HOURS--EVALUATION
Effects of flexitime on employee attendance and performance: a field experiment, 2-90.
Arrival and departure patterns of public sector employees before and after implementation of flexitime, 3-104.
Organizationally dysfunctional consequences of flexible work hours, 9-84.
Do flexible workhour effects decay over time? some warning signs and five remedial suggestions, 10-91.
FLEXIBLE WORKING HOURS--RESEARCH
Testing for demographic covariants of a decay rate in long-run effects of flexible workhours program, 1-100.
Travel impacts of TSM actions, 2-209.
*Balancing jobs and family life, 6-95.
Field test of some attitudinal and behavioral consequences of flexitime, 7-105.
Hierarchical level and the impact of flextime, 8-96.
FLEXIBLE WORKING HOURS--SOCIAL ASPECTS
New work schedules for a changing society, 4-92.
FLOW CHARTS
Flow-process charts: how they help determine employee training needs, 4-218.
FOREIGN LANGUAGES--STUDY AND TEACHING--ADMINISTRATION
How to set up a language training department, 9-178.
FOREIGN NATIONALS--RETIREMENT
*Tilting at windfalls, 9-156.
FOREIGN NATIONALS--TRAINING
International training, 11-159.
FOREIGN SERVICE OFFICERS--LAW AND LEGISLATION
*One year after the Foreign Service Act of 1980, 7-14.
FOREIGN SERVICE OFFICERS--PAY
Federal civilian pay increases, 10-49.
FOREIGN SERVICE OFFICERS--TRAINING
*Career advancement, 4-205.

- FOUR-DAY WORKWEEK--CASE STUDIES
  - Boosting productivity with the four-day week, 3-99.
  - Four-day, ten-hour workweek, 3-101.
- FRAUD
  - *Fraud in government programs: how extensive is it? how can it be controlled? 1-46.
  - *Addressing fraud, waste and abuse: a summary report of inspectors general activities, 2-36.
  - *Framework for assessing job vulnerability to ethical problems, 6-58.
- FRAUD--CONTROL
  - Procurement fraud: an unused weapon, 8-167.
- FREEDOM OF INFORMATION--ADMINISTRATION
  - *Your business, your trade secrets, and your government, 6-85.
- FREEDOM OF INFORMATION--ADMINISTRATION--EVALUATION
  - *Administration and operation of the Freedom of Information Act, 5-72.
- FREEDOM OF INFORMATION--LAW AND LEGISLATION
  - *Administration and operation of the Freedom of Information Act, 5-72.
  - *Your business, your trade secrets, and your government, 6-85.
- FREEDOM OF SPEECH
  - Constitutional protection for whistle blowers: has the first amendment called in sick? 3-53.
- FREEDOM OF SPEECH--CASES
  - *Free speech in the public sector, 12-20.
- FREEDOM OF SPEECH--LAW AND LEGISLATION
  - Free speech, the private employee, and state constitutions, 7-55.
- FRINGE BENEFIT ADMINISTRATION
  - Work and families: what is the employer's responsibility? 3-29.
  - Miami experience: a critique and analysis of the Active Position Salary Calculation System, 5-23.
  - Alternative to a reduction in force, 5-167.
  - Employee benefit planning, 7-31.
  - Analysis of proposals to mandate cafeteria style health benefit plans for health care cost containment, 8-99.
  - One-to-one communication of employee benefits, 10-33.
  - Potential for performance-based benefit plans, 10-35.
- FRINGE BENEFIT ADMINISTRATION--CASE STUDIES
  - Work and families: what is the employer's responsibility? 3-29.
- FRINGE BENEFIT ADMINISTRATON--COMPARATIVE STUDIES
  - Comparison of retail personnel practices applied to full-time and part-time nonexempt employees, 3-102.
- FRINGE BENEFIT ADMINISTRATION--EVALUATION
  - Designing and evaluating employee benefit systems, 2-20.
  - Designing and evaluating employee benefit systems, 6-17.
- FRINGE BENEFITS
  - Flexible compensation: it could work for your benefit, 1-26.
  - Company-sponsored legal plan: a tax-deductible benefit, 3-22.
  - Employer attitudes toward employee benefits in the 1980's, 5-22.
  - Creative flowering of employee benefits, 7-23.
  - Employee benefit planning, 7-31.
  - Firms find recession a good time to reduce employee benefit costs, 10-42.
- FRINGE BENEFITS--BIBLIOGRAPHY
  - Employee benefits: information sources, 8-22.
- FRINGE BENEFITS--COMPARATIVE STUDIES
  - Study of state government employee benefits, 11-22.
- FRINGE BENEFITS--COSTS
  - *Growth of fringe benefits: implications for social security, 1-18.
  - Employee benefits' bigger bite, 1-27.
  - Age impact on employee benefit costs is not a major problem for employers, 11-26.
- FRINGE BENEFITS--STATISTICS
  - Growth of fringe benefits: implications for social security, 1-18.
  - Employee benefits 1980, 3-21.
  - Employee benefits historical data 1951-1979, 5-19.
  - Employee benefits in industry, 1980, 7-36.
  - Employee benefits in medium and large firms, 12-12.
- FRINGE BENEFITS--SURVEYS
  - Long-term forecasting of employee benefits: an impossible task? 1-23.
  - Employee benefits' bigger bite, 1-27.
  - Wage rates & fringe benefits for selected occupations paid by Virginia manufacturers, 1981, 1-34.
  - Time-off-with-pay practices, 1-119.
  - Benefits cost rise faster than CPI or salaries; in 1981 expenses range from 30% to 45% of pay, 2-17.
  - Employee benefits 1980, 3-21.
  - Who's using the new fringes? 3-33.
  - Services for employees, 5-18.
  - Employee benefits historical data 1951-1979, 5-19.
  - Profile of employee benefits, 6-16.
  - Employee benefits in industry, 1980, 7-36.
  - Study of state government employee benefits, 11-22.
  - Employee benefits in medium and large firms, 12-12.

FRINGE BENEFITS--TAXATION
  Growth of fringe benefits: implications for social security, 1-18.
FRUSTRATION
  Frustration in the workplace; its effect on productivity, 2-171.
FULL EMPLOYMENT POLICIES--ADDRESSES, ESSAYS, LECTURES
  Fuller employment with less inflation, 1-162.
FUTURES (OF SOCIETY)
  Human capital: the future for private training, 3-215.
  A look ahead: managing a work-at-home staff, 4-235.
  How to forecast your own working future, 4-236.
  Careers with a future: where the jobs will be in the 1990's, 7-159.
  Work won't be the same again, 7-227.
  Work: postwar trends and future prospects, 9-192.
  Encounters with the future; a forecast of life into the 21st century, 10-128.
  Work force of the future, 12-84.
  Human resources management, part 1: charting a new course in a new organization, a new society, 12-119.
  Forecasting the '80s and beyond--parts 1 and 2, 12-175.
FUTURES (OF SOCIETY)--BIBLIOGRAPHY
  Future survey annual, 1980-81; a guide to the recent literature of trends, forecasts, and policy proposals, 6-109.

G

GEOGRAPHIC DIFFERENTIAL
  Inter-city cost of living versus salary differentials, 3-86.
  *U.S. Department of State indexes of living costs abroad and quarters allowances, 6-30.
  *Computation of cost-of-living allowances for Federal employees in foreign areas could be more accurate, 6-31.
GERMANY (WEST)
  An American looks at German labor relations, 4-115.
  Flexiyear schedules in Germany, 7-106.
  Reform of social security coverage for women and survivors in the Federal Republic of Germany, 12-148.
GOAL SETTING
  Goal setting and performance evaluation: an attributional analysis, 2-148.
  Targets: how to set goals for yourself and reach them, 4-136.
  Enhancing productivity through feedback and goal setting, 5-155.
  One minute manager, 11-53.
GOAL SETTING--RESEARCH
  Effects of goal setting, external feedback, and self-generated feedback on outcome variables, 7-154.
  Determinants of choice of goal difficulty level: a review of situational and personality influences, 8-126.
  Effects of self-set, participatively set and assigned goals on the performance of government employees, 8-161.
  Examination of the affective consequences of assigned and self-set goals, 11-74.
  Control systems conceptualization of the goal-setting and changing process, 11-92.
  Effects of participation and goal difficulty on performance, 11-109.
  Influence of achievement need on goal setting, performance, and feedback effectiveness, 12-99.
GOAL SETTING--STUDY AND TEACHING
  Goal setting interview skills training: simulated and on-the-job analyses, 2-78.
GOVERNMENT ATTORNEYS
  *Raising the pay cap, 5-28.
  *Government lawyers -- employees "at risk," 5-176.
GOVERNMENT ATTORNEYS--PERSONNEL POLICIES
  *Discharge rights of attorneys in the excepted service, 3-190.
GOVERNMENT ATTORNEYS--RESPONSIBILITIES
  *When the curtain falls: separation of functions in the Federal administrative agencies, 2-75.
GOVERNMENT CONSULTANTS
  *For Federal consultants, budget cuts have meant a downswing in business, 2-27.
  *Position paper on consulting reconsidered as an instrument of the Federal government, 9-32.
  *Access to certain consulting service contract information, 9-33.
GOVERNMENT CONSULTANTS--LAW AND LEGISLATION
  *Position paper on consulting reconsidered as an instrument of the Federal government, 9-32.
GOVERNMENT CONSULTANTS--UTILIZATION
  *Consultants: new target for budget trimmers, 1-36.
  *Right way to employ consultants and experts, 11-27.

GOVERNMENT EMPLOYEES--CIVIL RIGHTS
- Constitutional protection for whistle blowers: has the first amendment called in sick? 3-53.
- *Free speech in the public sector, 12-20.

GOVERNMENT EMPLOYEES--PAY
- Wage determination in the public sector: a critical review of the literature, 2-110.

GOVERNMENT EMPLOYEES--PUBLIC OPINION
- Image of the public administrator, 4-54.

GOVERNMENT EMPLOYEES--STATISTICS
- Significant features of fiscal federalism, 1980-81, 3-35.

GOVERNMENT INFORMATION
- *Advertising and publicity programs in the executive branch of the national government, 4-181.

GOVERNMENT INFORMATION--ADDRESSES, ESSAYS, LECTURES
- *Information management in public administration: an introduction and resource guide to government in the information age, 9-147.

GOVERNMENT LIABILITY--CASES
- *Toward a constitutional law of torts; the Burger Court and official liability, 9-13.

GOVERNMENT LIABILITY--LAW AND LEGISLATION
- *Tort liability hinders Federal management, 2-7.
- *Suits against officials should not be blocked, 3-10.

GOVERNMENT PUBLICATIONS--INDEXES
- *Index to information, December 1981 supplement to the June 1980 issue, 1-90.

GOVERNMENT PUBLICITY
- *Advertising and publicity programs in the executive branch of the national government, 4-181.

GOVERNMENT PUBLICITY--HANDBOOKS, MANUALS, ETC.
- *Informing the people; a public affairs handbook, 1-167.

GOVERNMENT SERVICE AS A CAREER
- *After 34 years, jobs declining in government, 2-6.
- *Civil service handbook: how to get a civil service job, 4-109.
- What do I do next? a manual for people just entering government service, 5-4.
- *Federal job winner's tips, 5-92.
- *How to get a Federal job or survive a RIF, 5-97.
- *171 workbook, 8-105.

GOVERNORS--DIRECTORIES
- Braddock's Federal-state-local directory, 1981-82, 2-53.

GRADE INFLATION--EVALUATION
- *Employment trends and grade controls in the DOD general schedule work force, 3-175.

GRADUATE STUDENTS--ATTITUDES
- Woman MBA: a positive employment profile, 10-31.

GRADUATE STUDENTS--CHARACTERISTICS
- Sex differences in personality traits of female and male master of business administration students, 7-20.

GREAT BRITAIN--CIVIL SERVICE
- Women in the civil service, 1-13.
- Marks and Spencer and the civil service: a comparison of culture and methods, 1-14.
- Managing the civil service, 6-12.

GREAT BRITAIN--CIVIL SERVICE--HISTORY
- Working in Whitehall: changes in public administration 1952-1982, 12-8.

GREAT BRITAIN--CIVIL SERVICE--RESEARCH
- Working in Whitehall: changes in public administration 1952-1982, 12-8.

GREAT BRITAIN--CIVIL SERVICE--STATISTICS
- Examining statistics on the higher civil service, 4-20.

GRIEVANCE ARBITRATION--ADMINISTRATION
- Some modest proposals for reducing the costs and delay in grievance arbitration, 3-127.

GRIEVANCE ARBITRATION--DECISIONS
- *Impact of law and regulation upon the remedial authority of labor arbitrators in the Federal sector, 4-116.

GRIEVANCE ARBITRATION--EVALUATION
- *Arbitration issues for the 1980s, 8-110.

GRIEVANCE ARBITRATION--LAW AND LEGISLATION
- *Impact of law and regulation upon the remedial authority of labor arbitrators in the Federal sector, 4-116.

GRIEVANCE ARBITRATION--RESEARCH
- Arbitrator's employment status as a factor in the decision-making process, 6-111.

GRIEVANCES--PROCEDURES
- Administrative machinery for handling staff grievances regarding allegations of discrimination in the United Nations Secretariat, 6-14.
- Grievance procedure, 7-99.
- Discipline in the nonunion company: protecting employer and employee rights, 8-37.

GRIEVANCES--PROCEDURES--ADMINISTRATION
- How to administer the grievance procedure, 7-98.

GRIEVANCES--PROCEDURES--CASE STUDIES
- Guide for the effective management of employee grievances, 6-86.

GRIEVANCES--PROCEDURES--COMPARATIVE STUDIES
State grievance and appeals systems: a survey, 1-91.
GRIEVANCES--PROCEDURES--HANDBOOKS, MANUALS, ETC.
Grievance guide, 12-63.
GRIEVANCES--RESEARCH
Antecedents of grievance filing behavior, 4-78.
GROUP CONFLICT
Effects of sex differences on the preference for utilization of conflict styles of managers in a work setting, 1-72.
Multi-ethnic corporations and interethnic conflict, 2-83.
GROUP COUNSELING
Promoting the personal growth and vocational maturity of the re-entry woman: a group approach, 1-40.
Goal attainment scaling models for assessing group counseling, 3-46.
GROUP DYNAMICS
Stepping up to supervision: building an effective work group, 4-79.
Causes and consequences of high morale, 4-80.
Influence of group longevity: high performance research teams, 5-73.
GROUP DYNAMICS--ADDRESSES, ESSAYS, LECTURES
Group dynamics and society; a multinational approach, 7-108.
GROUP DYNAMICS--RESEARCH
Work group flexibility: development and construct validation of a measure, 6-89.
Individual versus group problem solving: an empirical test of a best-member strategy, 7-102.
Occupational socialization and psychological development: an underemphasized research perspective in industrial psychology, 11-65.
GROUP RELATIONS
Managing work group relationships, 2-81.
Group techniques for more effective decision-making, 3-97.
Stepping up to supervision: building an effective work group, 4-79.
Creativity in small groups, 10-90.
Potential for "groupthink" in autonomous work groups, 11-66.
GROUP RELATIONS--RESEARCH
Work group flexibility: development and construct validation of a measure, 6-89.
GROUP RELATIONS TRAINING
Training and education in group relations: some characteristics of the learning environment, 1-92.
GROUP RELATIONS TRAINING--RESEARCH
Group training, 9-167.
GROUP TRAINING--BIBLIOGRAPHY
Team training: literature review and annotated bibliography, 5-200.
GROUP TRAINING--EVALUATION
*Group training, 9-167.
GROUP TRAINING--METHODS
Team development, part 1: what is TD? why use it? 1-197.
Team development, part 2: how to select the approriate TD approach, 2-197.
Team development, part 3: communication meetings, 4-207.
Team development, part 4 and part 5, 8-190.
GROUP TRAINING--RESEARCH
Learning potential of the dominant personality within small intensive-training groups, 4-210.
Application of team building, 5-202.

H

HALO EFFECT--RESEARCH
Halo error in performance ratings, 7-171.
HANDBOOKS, EMPLOYEE--CASES
Fight over the freedom to fire, 10-175.
HANDICAPPED--DISCRIMINATION
Conflict! Equal employment versus occupational health, 3-73.
HANDICAPPED--EMPLOYMENT
A job worth doing: one program that emphasizes advancement beyond sheltered work, 1-93.
"Every tub has got to sit on its own bottom," 1-95.
Integrating disabled workers into your workforce, 3-98.
Managing and employing the handicapped, 4-82.
*Handbook of selective placement of persons with physical and mental handicaps in Federal civil
Coaching the disabled back to work, 5-75.
Program of services to handicapped people, 6-91.
Stronger Federal efforts needed for providing employment opportunities and enforcing labor standards in sheltered workshops, 6-92.
*Handbook of job analysis for reasonable accommodation, 7-121.
Jobs for disabled people, 12-65.
HANDICAPPED--EMPLOYMENT--CASE STUDIES
Micros bring employment, dignity and hope to the handicapped, 1-96.

HANDICAPPED--EMPLOYMENT--STATISTICS
*Annual report of the U.S. Equal Employment Opportunity Commission, FY 1981, 11-67.
HANDICAPPED--LAW AND LEGISLATION
Summary of existing legislation relating to the handicapped, 5-76.
HANDICAPPED--REHABILITATION
A job worth doing: one program that emphasizes advancement beyond sheltered work, 1-93.
Coaching the disabled back to work, 5-75.
HANDICAPPED--UTILIZATION
*Handbook of selective placement of persons with physical and mental handicaps in Federal civil service employment, 4-85.
HARASSMENT
Sexual harassment in the workplace, 2-34.
Sexual harassment, 3-52.
Sexual harassment in the work place, 5-35.
*Harassment and discrimination of women in employment, 6-42.
Sexual harassment, 8-40.
Sexual harassment on the job; a guide for employers, (New Hampshire), 12-21.
Sexual harassment on the job; a guide for employers, (Vermont), 12-23.
National origin harassment in the work place, 12-37.
HARASSMENT--CASE STUDIES
Harassment on campus: sex in a tenured position? 3-50.
HARASSMENT--CASES
Sexual harassment: the employer's legal obligations, 2-35.
Expanding Title VII to prohibit sexually harassing work environment Bundy v. Jackson, 2-46.
Sexual harassment in the work place: the scope of employer liability, 3-54.
Judicial and administrative protections against sexual harassment in the work place, 6-41.
"Sexual shakedown" in perspective: sexual harassment in its social and legal contexts, 6-44.
Combatting sexual harassment: the Michigan experience, 10-54.
Sexual harassment: critical review of legal cases with general principles and preventive measures, 11-37.
Sexual harassment on the job; a guide for employers, (New Hampshire), 12-21.
Sexual harassment on the job; a guide for employers, (Vermont), 12-23.
HARASSMENT--CONTROL
Sexual harassment: can you afford not to clamp down? 5-34.
HARASSMENT--DECISIONS
Judicial and administrative protections against sexual harassment in the work place, 6-41.
HARASSMENT--LAW AND LEGISLATION
Sexual harassment: the employer's legal obligations, 2-35.
Combatting sexual harassment: the Michigan experience, 10-54.
HARASSMENT--RESEARCH
*Survey: sexual harassment on the job, 6-45.
Blue-collar blues; the sexual harassment of women autoworkers, 11-38.
*Protecting public employees and employers from sexual harassment, 11-39.
HATCH ACT
*Hatch Act and the American bureaucracy, 6-167.
*Political activities and the Federal worker, 11-117.
HATCH ACT--HISTORY
*Hatch Act and the American bureaucracy, 6-167.
HAWTHORNE EXPERIMENTS--EVALUATION
Hawthorne defect: persistence of a flawed theory, 3-154.
HAZARDOUS OCCUPATIONS
Genes and gender in the workplace, 3-55.
HAZARDOUS OCCUPATIONS--PAY--DECISIONS
Arbitral dilemma: the resolution of Federal sector asbestos differential disputes, 5-27.
HEALTH BENEFIT PROGRAMS--CASE STUDIES
"Wellness" in the workplace: a cure for the high cost of health care, 4-46.
HEALTH BENEFIT PROGRAMS--COSTS
*Higher costs, fewer benefits for Federal employees, 10-102.
HEALTH, EMPLOYEE
CRT viewing, 1-48.
Uses and limitations of male/female data, 1-52.
Health risk estimation may provide cost-efficient alternative to periodic employee health exams, 2-39.
Genes and gender in the workplace, 3-55.
Bargaining for job safety and health, 3-198.
"Wellness" in the workplace: a cure for the high cost of health care, 4-46.
Audiometry does not equal hearing conservation, 5-39.
Danger! Experimental animals, 5-40.
Workplace hazards--even in the office, 5-43.
Managing fitness: a guide to shaping up an organization, 6-46.
Motivating managers and workers, 6-47.

On Type A behavior, 6-48.
Stress & the bottom line, 6-49.
*Employee high blood pressure program of the National Institutes of Health, 6-50.
Occupational health service, 6-51.
Wellness at work, 7-56.
Stress factors and their effect on absenteeism in a corporate employee group, 7-63.
Working in hot environments, 8-43.
What business can do to cut health-care costs, 9-43.
Your work patterns: are they worth dying for? 10-56.
Wellness at work; a report on health and fitness programs for employees of business and industry, 10-57.
Employee assistance programs as an employee benefit and as risk management, 10-58.
Going to the problem's source: why workers drink on the job (and why they shouldn't), 10-61.
Technological change, 10-214.
Stress management: an assessment questionnaire for evaluating interventions and comparing groups, 12-33.

HEALTH, EMPLOYEE--ADMINISTRATION
Occupational health in organizations: strategies for personnel effectiveness, 2-42.
Managing the health of the employee, 3-57.
Establishing priorities in the wellness program, 8-42.

HEALTH, EMPLOYEE--CASE STUDIES
Lowering employe blood pressure--and costs, 1-50.
Worksite-based behaviorial treatment of mild hypertension, 8-44.

HEALTH, EMPLOYEE--CONFERENCES
Benefits of health and safety regulation, 12-25.

HEALTH, EMPLOYEE--DECISIONS
*Arbitral dilemma: the resolution of Federal sector asbestos differential disputes, 5-27.

HEALTH, EMPLOYEE--LAW AND LEGISLATION
Some relections on legal liability as a factor in the promotion of occupational safety and health, 10-184.

HEALTH, EMPLOYEE--RESEARCH
Potential health hazards of video display terminals, 5-41.
Select research reports on health issues in video display terminal operations, 5-42.
Occupational stress and illness incidence, 7-57.
Occupational stress, Type A behavior, and physical well being, 7-58.
Why do people retire from work early? 11-139.

HEALTH FACILITIES
Wellness at work; a report on health and fitness programs for employees of business and industry, 10-57.

HEALTH MAINTENANCE ORGANIZATIONS
HMOS--medicine for feverish health-care costs, 3-108.

HEALTH PERSONNEL--CERTIFICATION
*Policy options regarding certification and licensure requirements for related services personnel, 2-85.

HEALTH PERSONNEL--PAY
*Federal civilian pay increases, 10-49.

HEART--DISEASES
On Type A behavior, 6-48.

HEART--DISEASES--ADDRESSES, ESSAYS, LECTURES
Understanding and managing stress, 8-47.

HEAT
Working in hot environments, 8-43.

HIERARCHY OF NEEDS--RESEARCH
Need fulfillment in the career development of women, 4-7.
Importance of pay: an empirical test of Lawler's model, 9-24.

HISPANIC AMERICANS--EMPLOYMENT
La administracion en un medio ambiente Hispanico. [Managing in a Hispanic environment] 3-147.

HISPANIC AMERICANS--PAY
Earnings of male Hispanic immigrants in the United States, 5-17.

HOLIDAYS
Plan to avoid the holidaze, 1-43.

HOLIDAYS--COMPARATIVE STUDIES
*Paid-days-off syndrome, 4-125.
West Germany: end of 'the miracle,' 7-147.

HOSPITAL ADMINISTRATORS
Nurses as managers, 4-88.

HOSPITAL ADMINISTRATORS--EDUCATION
Where grow tomorrow's CEOs? 5-77.

HOSPITAL WORKERS--PAY
Union impact on hospital wages and fringe benefits, 3-25.

HOURS OF WORK
Working 8 hours a day? 9-82.
Working free; practical alternatives to the 9 to 5 job, 11-68.

HOURS OF WORK--ADMINISTRATION--EVALUATION
*Proposed regulations of the Office of Personnel Management governing pay administration and hours of duty, 8-28.

HOURS OF WORK--BIBLIOGRAPHY
Changing American work schedule: a selected bibliography, 3-105.

HOURS OF WORK--CASE STUDIES
Work sharing case studies, 4-91.

HOURS OF WORK--COMPARATIVE STUDIES
West Germany: end of 'the miracle,' 7-147.

HOURS OF WORK--DIRECTORIES
    State alternative work schedule manual, 9-83.
HOURS OF WORK--ECONOMIC ASPECTS
    Work decisions in the 1980s, 7-133.
HOURS OF WORK--RESEARCH
    Consequences of extended work hours: a comparison of moonlighters, overtimers, and modal employees, 2-89.
HOURS OF WORK--SOCIAL ASPECTS
    New work schedules for a changing society, 4-92.
HUMAN ENGINEERING
    Human performance and productivity: information processing and decision making, 12-130.
HUMAN RELATIONS
    Avoiding intimidation: the fine art of saying no, 1-102.
    Leader-follower behavior in 3-D, 1-118.
    Humanizing the workplace, 2-93.
    Human relations; a job oriented approach, 3-106.
    Getting to yes: negotiating agreement without giving in, 4-96.
    Personal styles and effective performance, 4-98.
    Art of managing people, 4-161.
    Motivating managers and workers, 6-47.
    How to make your boss an asset, 6-98.
    Getting the job done: the psychology of supervision, 6-205.
    Peers and power: a delicate imbalance, 7-84.
    Coping with conflict across departmental lines, 9-54.
    Why can't a woman be more like a man? an interactional note on organizational game-playing for managerial women, 9-59.
    Life on the line, 9-86.
    Conflict in the office, 10-70.
    Measuring the vibrations, 10-93.
    Management of organizational behavior; utilizing human resources, 10-95.
    *Effect of status conflicts on productivity and communication in public organization, 10-99.
HUMAN RELATIONS--TEXTBOOKS
    Administrative and supervisory management, 4-127.
    Organizational behavior: its data, first principles and applications, 7-109.
HUMAN RESOURCE ACCOUNTING
    Human resource accounting, 4-162.
HUMAN RESOURCE ACCOUNTING--BIBLIOGRAPHY
    Human resource accounting: a comprehensive bibliography, 1-151.

I

IMITATION (LEARNING)
    Modeling influences on employee behavior, 3-219.
    Behavior modeling, 4-222.
IMITATION (LEARNING)--ADMINISTRATION
    How to make and evaluate video models, 2-198.
IMITATION (LEARNING)--RESEARCH
    Enhancement of behavior modeling training of supervisory skills by the inclusion of retention processes, 8-180.
IMITATION (LEARNING)--THEORY
    What behavior modeling training is all about and how it works, 9-183.
IN-BASKET TECHNIQUE--RESEARCH
    Development and validation of a self-report scored in-basket test in an assessment center setting, 11-60.
INCENTIVE AWARDS
    Implementing a successful suggestion system, 9-91.
INCENTIVE AWARDS--ADMINISTRATION
    ABC's of incentive programs, 7-112.
    How to save money through incentives, 8-98.
INCENTIVE AWARDS--COMPARATIVE STUDIES
    Awarding bonuses the Japanese way, 11-70.
INCENTIVE PAY
    Compensation and benefits: today's dilemma in motivation, 6-15.
    Compensation and reward perspectives, 6-22.
INCENTIVE PAY--ABSTRACTS
    Sharing the gains of productivity, 6-35.
INCENTIVE PAY--ADMINISTRATION
    Wage incentive plans and the Fair Labor Standards Act, 6-27.
    How to save money through incentives, 8-98.
INCENTIVE PAY--CHARTS, DIAGRAMS, ETC.
    Executive compensation study; 500 largest industrials, 7-87.
INCENTIVE PAY--RESEARCH
    Assessment of local government management motivational programs; performance targeting with and without monetary incentives, 8-125.
    Productivity and pay: a survey of workers' perceptions, 12-10.
INCENTIVES
    Incentives in training, 4-215.

INCENTIVES--RESEARCH
  Factors affecting the context for motivation in public organizations, 3-153.
INDEX NUMBERS (ECONOMICS)
  *U.S. Department of State indexes of living costs abroad and quarters allowances, 6-30.
INDUSTRIAL ACCIDENTS--STATISTICS
  Injuries related to servicing equipment, 1-182.
  Back injuries associated with lifting, 12-153.
INDUSTRIAL DEMOCRACY
  Myths of industrial democracy, 10-137.
INDUSTRIAL DEMOCRACY--CASE STUDIES
  Exploring participation, 2-138.
INDUSTRIAL ENGINEERING
  Study of 'Toyota' production system from industrial engineering viewpoint, 10-167.
INDUSTRIAL MANAGEMENT
  Patton's complete guide to productivity improvement, 5-158.
INDUSTRIAL RELATIONS
  Challenge to management control, 11-81.
INDUSTRIAL RELATIONS--ADDRESSES, ESSAYS, LECTURES
  U.S. industrial relations 1950-1980: a critical assessment, 4-122.
INDUSTRIAL RELATIONS--TEXTBOOKS
  Labor relations, 3-128.
INDUSTRIAL SOCIOLOGY
  Competition and control at work; the new industrial sociology, 10-121.
INDUSTRY--SOCIAL ASPECTS--ADDRESSES, ESSAYS, LECTURES
  Corporations and their critics; issues and answers to the problems of corporate social responsibilities, 1-135.
INFLATION (FINANCE)
  Maintaining merit compensation in a high inflation economy, 4-28.
INFLUENCE (PSYCHOLOGY)--RESEARCH
  Study of upward influence in organizations, 9-88.
INFORMATION MANAGEMENT
  Information: the ultimate management resource; how to find, use, and manage it, 2-127.
  Information resource management; opportunities and strategies for the 1980s, 7-53.
INFORMATION MANAGEMENT--ADDRESSES, ESSAYS, LECTURES
  *Information management in public administration: an introduction and resource guide to government in the information age, 9-147.
INFORMATION POLICY
  Occupational health risks and the worker's right to know, 3-60.
INFORMATION POLICY--CASE STUDIES
  Management information disclosure to employees, 2-15.
INFORMATION POLICY--CASES
  *Snepp v. United States: the CIA secrecy agreement and the first amendment, 1-44.
INFORMATION SCIENCE--CAREER OPPORTUNITIES
  Annual review of information science and technology, 9-117.
INFORMATION SOURCES
  Information: the ultimate management resource; how to find, use, and manage it, 2-127.
INFORMATION SOURCES--ADMINISTRATION--EVALUATION
  *Facilitating the use of Federally sponsored public management research by state and local government officials, 10-172.
INFORMATION SOURCES--DIRECTORIES
  *Federal Job Information Centers; directory, 3-12.
INFORMATION SOURCES--EVALUATION
  Program of personnel information and dissemination for state personnel executives, 10-149.
INFORMATION SPECIALISTS--CHARACTERISTICS
  Annual review of information science and technology, 9-117.
INFORMATION SPECIALISTS--EDUCATION
  Training of data services professionals, 12-170.
INFORMATION SPECIALISTS--EMPLOYMENT
  *Manpower requirements for scientific and technical communication: an occupational survey of information professionals, 1-131.
  *Information professional; survey of an emerging field, 5-123.
INFORMATION SPECIALISTS--RESPONSIBILITIES
  *Manpower requirements for scientific and technical communication: an occupational survey of information professionals, 1-131.
  *Information professional; survey of an emerging field, 5-123.
INFORMATION SPECIALISTS--TRAINING
  Training of data services professionals, 12-170.
INFORMATION SYSTEMS--ADMINISTRATION
  Behavioral aspects of developing computer-based information systems, 5-31.
  Information resource management; opportunities and strategies for the 1980s, 7-53.
INFORMATION SYSTEMS--ADMINISTRATION--EVALUATION
  Management of information systems, 1-41.
  *Federal information systems management; issues and new directions, 7-150.

INNOVATION
  Satisfaction of initiative, 4-34.
  Mind as a management tool, 4-35.
  Designing the innovating organization, 5-131.
  Unblock the roadblock to innovation, 8-36.
INNOVATION--STUDY AND TEACHING
  Educating the innovative public manager, 2-77.
INSTRUCTIONAL OBJECTIVES
  ABCs of ISD, 11-167.
INSTRUCTORS--RESPONSIBILITIES
  Teaching hints for training instructors, 1-199.
INSTRUCTORS--TRAINING
  Training for trainers, 4-211.
INSURANCE--CHARTS, DIAGRAMS, ETC.
  Profile of employee benefits, 1981, 6-16.
INSURANCE COMPANIES--ADMINISTRATION
  Aggregate field expense study 1978-1980, 7-148.
INSURANCE, GROUP--ADMINISTRATION--EVALUATION
  *Federal life insurance changes would improve benefits and decrease costs, 3-109.
INSURANCE, HEALTH
  *Federal employees health benefits program, 2-94.
  *Health care program for annual salary policy employees, 7-116.
  Union effects on the provision of health insurance, 8-100.
  One-to-one communication of employee benefits, 10-33.
  New cure for health-cost fever, 10-103.
INSURANCE, HEALTH--ADMINISTRATION
  Health care cost containment, 7-114.
  *Back to basics and looking forward: a personnel management perspective, 11-114.
  Making the most of change, 12-76.
INSURANCE, HEALTH--ADMINISTRATION--EVALUATION
  *Review of the Federal employees health benefits program, 9-92.
INSURANCE, HEALTH--CASE STUDIES
  Health care cost containment, 7-114.
INSURANCE, HEALTH--COMPARATIVE STUDIES
  *Review of the Federal employees health benefits program, 9-92.
INSURANCE, HEALTH--COSTS
  New frontiers of health care cost containment, 4-100.
  Analysis of proposals to mandate cafeteria style health benefit plans for health care cost containment, 8-99.
  What business can do to cut health-care costs, 9-43.
  *Review of the Federal employees health benefits program, 9-92.
  *Higher costs, fewer benefits for Federal employees, 10-102.
INSURANCE, HEALTH--STATISTICS
  *Federal fringe benefit facts, 1980, 1-31.
  Source book of health insurance data, 7-115.
INSURANCE, LIFE
  *FEGLI; Federal Employees' Group Life Insurance ... a description and certification of enrollment in the FEGLI program, 3-110.
INSURANCE, LIFE--ADMINISTRATION--EVALUATION
  *Federal life insurance changes would improve benefits and decrease costs, 3-109.
INSURANCE, LIFE--STATISTICS
  *Federal fringe benefit facts, 1980, 1-31.
  *Life insurance fact book, 1982, 12-77.
INTELLIGENCE LEVELS--RESEARCH
  Who's intelligent? 5-199.
INTERCHANGE, PERSONNEL--ADMINISTRATION
  Multinational perspectives, 10-133.
INTEREST AND USURY--LAW AND LEGISLATION
  Interest in judgments against the Federal government: the need for full compensation, 7-26.
INTERGOVERNMENTAL RELATIONS
  Federal Civil Service Reform Act: implications for the states, 10-22.
INTERGOVERNMENTAL RELATIONS--BIBLIOGRAPHY
  Selected bibliography of interorganizational relations in the public sector: 1960-1980, 5-174.
INTERGOVERNMENTAL RELATIONS--HISTORY
  *Federal merit requirements: a retrospective look, 5-12.
INTERNATIONAL AGENCIES
  International civil service; law and management, 1-15.
INTERNATIONAL CIVIL SERVANTS
  International civil service; law and management, 1-15.
  Coordination of personnel policies and administration in the United Nations system, 6-13.
  Administrative machinery for handling staff grievances regarding allegations of discrimination in the United Nations Secretariat, 6-14.
INTERNATIONAL CIVIL SERVANTS--PERSONNEL POLICIES
  International civil service; law and management, 1-15.
INTERNSHIP
  Is your staff stretched thin? 7-119.
INTERNSHIP--CASE STUDIES
  Executive level fellowships training in labor relations, 12-60.
INTERVENTION TECHNIQUES
  Explicit problem modeling: an intervention strategy, 4-16.

Experiential approach to organization development, 4-145.
Organizational change techniques: their present, their future, 10-17.
INTERVIEWERS--CHARACTERISTICS
Accuracy of interviewers' perceptions of the importance of intrinsic and extrinsic job characteristics to male and female applicants, 4-102.
Decision-making in the selection interview, 7-120.
INTERVIEWERS--RESPONSIBILITIES
Interviewing the disabled job applicant, 4-83.
INTERVIEWING
How to hire and fire safely, 2-96.
Selecting employees; how to make a gamble a better bet, 3-113.
Interviewing the disabled job applicant, 4-83.
Model for systematic selection interviewing, 4-101.
Your hidden assets; the key to getting executive jobs, 11-77.
INTERVIEWING--METHODS
*Structured interview methodology for collecting training feedback information, 3-217.
Your job -- where to find it, how to get it, 10-111.
INTERVIEWING--RESEARCH
Sex and decision making in the selection interview: a real-life study, 2-95.
Accuracy of the interviewers' perceptions of the importance of intrinsic and extrinsic job characteristics to male and female applicants, 4-102.
Interviewer decisions as a function of applicant race, applicant quality and interviewer prejudice, 5-83.
Decision-making in the selection interview, 7-120.
Employment interview: a summary and review of recent research, 8-101.
Self-fulfilling prophecies in the selection-recruitment interview, 11-71.
Initial comparisons of patterned behavior description interviews versus unstructured interviews, 12-78.
INVASION OF PRIVACY
Respecting employee privacy, 2-159.
Safety and privacy: are they compatible? 3-172.
*Report on privacy: who is watching you? 8-102.
Privacy protection and personnel administration; implementing corporate privacy protection policies, 10-105.
Legal ramifications of information privacy, 11-116.
INVASION OF PRIVACY--DECISIONS
Worker privacy and collective bargaining, 5-84.
INVASION OF PRIVACY--LAW AND LEGISLATION
Privacy vs. disclosure: balancing employee and employer rights, 6-164.
INVESTIGATIONS
*Addressing fraud, waste and abuse: a summary report of inspectors general activities, 2-36.
INVESTIGATIONS--ADMINISTRATION--EVALUATION
*Observations of the Office of the Special Counsel's operations, 6-184.
*Department of Justice needs to address the problem of two personnel investigations being conducted on all Bureau of Prisons employees, 9-93.
ITEM ANALYSIS--RESEARCH
Item Analysis Program (IAP) for achievement tests, 12-164.

J

JAPAN
Japanese wage system, 3-41.
Japanese and the American first-line supervisor, 3-138.
Japanese management in America, 5-113.
Making it in Japan, 5-147.
Dangerous folly called Theory Z, 6-127.
Japanese management & white collar government, 6-133.
Is Japanese-style management anything new? 6-148.
What makes Japanese products better? 7-165.
Japanese agenda for management development, 9-76.
What American labor/management can learn from Japanese unions, 9-99.
What we can learn from the Japanese about QCs, 9-142.
Awarding bonuses the Japanese way, 11-70.
How Japanese firms cope with effects of an aging labor force on industrial productivity, 11-97.
JAPAN--CIVIL SERVICE
The Japanese civil service, 10-30.
JAPAN--SOCIAL CONDITIONS
Modern samurai society; duty and dependence in contemporary Japan, 8-76.

JOB ANALYSIS
    Options for small sample sizes in validation: a case for the J-coefficient, 3-4.
JOB ANALYSIS--CASE STUDIES
    Job elements for task clusters, 5-85.
JOB ANALYSIS--COMPARATIVE STUDIES
    Comparison of global judgment vs. task oriented approaches to job classification, 3-173.
JOB ANALYSIS--HANDBOOKS, MANUALS, ETC.
    *Handbook of job analysis for reasonable accommodation, 7-121.
JOB ANALYSIS--METHODS
    Comparison of global judgment vs. task oriented approaches to job classification, 3-173.
    Job elements for task clusters, 5-85.
    How to prepare and conduct job element examinations, 12-167.
JOB ANALYSIS--RESEARCH
    Measurement of perceived task characteristics, 1-105.
    Detecting job differences: monte carlo studies, 3-114.
    Philadelphia experience: a critique and analysis of the applicability of the Comprehensive Occupational Data Analysis Programs (CODAP) for civilian personnel management, 5-149.
    Use of job component analysis and related aptitudes in personnel selection, 11-10.
JOB ANALYSIS--STATISTICAL METHODS
    Detecting job differences: monte carlo studies, 3-114.
JOB BANKS
    Historical overview of the intergovernmental job information center in Detroit, 11-76.
JOB DESCRIPTIONS
    *Speedy-pd--improving classification, 2-160.
    Performance appraisals and performance standards, 4-150.
    Job evaluation and pay plan for Jackson County, 10-107.
JOB DESIGN
    *Job redesign in the public sector, 2-99.
    Simplifying work, 4-104.
    How to start and sustain a work redesign program, 5-86.
JOB DESIGN--CASE STUDIES
    Human resources management; text and cases, 11-112.
JOB DESIGN--HISTORY
    Work and people; an economic evaluation of job-enrichment, 8-10.
JOB DESIGN--RESEARCH
    Evaluation of a new method for assessing change to planned job redesign as applied to Hackman and Oldham's job characteristic model, 3-116.
    Job design task attributes, 4-103.
    Structure of the Job Diagnostic Survey for public sector occupations, 10-106.
    Toward enhancing research with the social information processing approach to job design, 11-72.
JOB ENLARGEMENT
    Overcoming the roadblocks in work-restructuring efforts, 7-122.
JOB ENRICHMENT
    Making job enrichment pay off, 3-115.
    Evolving jobs as a form of career mobility: some policy implications, 3-149.
    Job enrichment through symbol management, 4-105.
    Overcoming the roadblocks in work-restructuring efforts, 7-122.
JOB ENRICHMENT--ABSTRACTS
    Innovative work practices, 12-190.
JOB ENRICHMENT--ADDRESSES, ESSAYS, LECTURES
    Managerial choice: to be efficient and to be human, 9-114.
JOB ENRICHMENT--CASE STUDIES
    Improving the effectiveness of libraries through improvements in the quality of working life, 2-100.
JOB ENRICHMENT--ECONOMIC ASPECTS
    Work and people; an economic evaluation of job-enrichment, 8-10.
JOB ENRICHMENT--METHODS
    Every employee a manager, 1-107.
JOB ENRICHMENT--RESEARCH
    Evaluation of a new method for assessing change to planned job redesign as applied to Hackman and Oldham's job characteristic model, 3-116.
JOB EVALUATION
    The comparable worth controversy, 3-31.
    Demystifying job evaluation, 3-117.
    Job evaluation and pay plan for Jackson County, 10-107.
JOB EVALUATION--CASE STUDIES
    Job evaluation and pay plan for the St. Louis Public Library, 10-156.
JOB EVALUATON--METHODS
    Job evaluation; wage and salary administration, 2-101.
JOB EVALUATION--RESEARCH
    Subjectivity and bias in job evaluations, 2-102.
    Position classification: a state-of-the-art review and anlaysis, 11-118.

JOB FACTORS--RESEARCH

- *Development of generalizable work behavior categories for a synthetic validity model, 2-98.
- Job design task attributes, 4-103.
- Structure of the Job Diagnostic Survey for public sector occupations, 10-106.
- Use of job component analysis and related aptitudes in personnel selection, 11-10.

JOB SATISFACTION
  Burnout--the headache of the 1980s, 3-120.
  Career unrest: a source of creativity, 5-90.
  Exploring operator satisfaction, 6-101.
  Job satisfaction: a misunderstood variable, 6-104.
  Sense of belonging, 11-176.
  How much psychic income are you paying? 12-71.
  Career development: ask your employees for their opinions, 12-81.
JOB SATISFACTION--PSYCHOLOGICAL ASPECTS
  *Predicting job satisfaction, 12-80.
JOB SATISFACTION RESEARCH
  Training/job fit and worker satisfaction, 1-108.
  Wage guidelines: impact on job attitudes and behavior, 1-109.
  Path analytic model of human capital and organizational job characteristics on female job satisfaction, 1-110.
  Commitment and job tenure of new employees, 1-111.
  Bringing some clarity to role ambiguity research, 1-112.
  Situational and behavioral moderators of subordinate satisfaction with supervision, 1-113.
  Managers and their organizations: an interactive approach to multidimensional job satisfaction, 2-103.
  Leader behavior in a police organization revisited, 2-104.
  Self-report measures of job characteristics and effective responses: an examination of discriminant validity, 2-105.
  Work attitudes in windowed vs. windowless environments, 2-106.
  Substitutes for leadership: test of a construct, 2-107.
  Relationship between work values and the perception of the work setting, 2-108.
  *Inter-relationships between organizational commitment and job characteristics, job satisfaction, professional behavior, and organizational climate, 2-215.
  *Relationship between job satisfaction and psychiatric health symptoms for air traffic controllers, 3-118.
  Selection and consequences of job comparisons, 3-119.
  Organizational characteristics and information systems, 4-106.
  Police perceptions and job satisfaction, 4-108.
  Effects of MBO on performance and satisfaction in a public sector organization, 4-132.
  Differences in job motivation and satisfaction among female and male managers, 5-87.
  Job involvement, satisfaction and motivation, 5-88.
  Background, personality, job characteristics, and satisfaction with work in a national sample, 5-89.
  *Effects of a quality of work life intervention on paper processing, 5-91.
  Impact of extra-work variables on behavior in work environments, 6-99.
  Job satisfaction and life satisfaction, 6-100.
  Relative contribution of perceived skill-utilization and other perceived job attributes to the prediction of job satisfaction, 6-102.
  Work and nonwork experiences of employees on fixed and rotating shifts, 7-104.
  Task perceptions and job satisfaction: a question of causality, 7-123.
  Congruence and consistency derived from the circular and the hierarchical models as predictors of occupational choice satisfaction, 7-124.
  Perceptual congruence about communication as related to satisfaction, 7-125.
  Measurement of job and work involvement, 7-126.
  Test of the self-consistency theory of the job performance-job satisfaction relationship, 7-127.
  Sex differences in the job satisfaction of university professors, 7-128.
  Job difficulty as interpreted by incumbents: a study of nurses and engineers, 8-103.
  Constructive replication and extension of a role and expectancy in decision making, 8-104.
  Effects of leader-member exchange and job design on productivity and satisfaction: testing a dual attachment model, 8-159.
  Employee deviance; a response to the perceived quality of the work experience, 9-41.
  Work and health, 9-94.
  Police perceptions and job satisfaction, 9-95.
  Behavior in organizations as a function of employee's locus of control, 9-115.
  Effect of technology on alienation from work, 9-191.

Extension of the Schmidt and Hunter validity generalization procedure to the prediction of absenteeism behavior from knowledge of job satisfaction and organizational commitment, 10-2.
Pay secrecy and performance: the psychological research, 10-36.
Job context satisfaction and job design: a conceptual perspective, 10-108.
Response format of the Job Descriptive Index: assessment of reliability and validity by the multitrait-multimethod matrix, 10-109.
Human needs and job satisfaction, 11-73.
Examination of the affective consequences of assigned and self-set goals, 11-74.
Work satisfaction among women in nontraditional occupations, 11-75.
Effects of aging on work satisfaction, performance and motivation, 11-95.
Satisfaction of industrial workers as predictors of production, turnover, and absenteeism, 12-79.
*Predicting job satisfaction, 12-80.
*Job characteristics model and the leader-member exchange model, 12-82.
JOB SEARCH
Firing at the top, 2-56.
What to do when you're 58 and have lost your job, 2-109.
Care and feeding of contacts, 3-90.
*Civil service handbook: how to get a civil service job, 4-109.
*Moving out of government, 4-110.
*Federal job winner's tips; guide to the Federal job application, 5-92.
How to get the job that's right for you, 5-93.
Career power! a manual for personal career advancement, 5-96.
*How to get a Federal job or survive a RIF, 5-97.
*171 workbook, 8-105.
How to find a job when jobs are hard to find, 9-6.
Practical view of outplacement counseling, 9-34.
Career strategies for recent grads, 10-110.
Your job -- where to find it, how to get it, 10-111.
Your hidden assets; the key to getting executive jobs, 11-77.
*Federal employment process, 12-83.
JOB SEARCH--ECONOMIC ASPECTS
Wage impact of job search, 5-94.
JOB SEARCH--HANDBOOKS, MANUALS, ETC.
Data processing/information technology, 5-32.
JOB SEARCH--RESEARCH
Job hunting behaviors and employment status of recent college graduates, 3-18.
JOB SECURITY
How secure is your job? 10-176.
JOB SHARING
New work schedules in practice; managing time in a changing society, 1-101.
Job sharing, 9-81.
Job sharing, 12-67.
JOB SHARING--COSTS
Job sharing: analyzing the cost, 5-79.

K

KUDER OCCUPATIONAL INTEREST SURVEY
Career maturity aspects of the Kuder Occupational Interest Survey, 4-141.

L

LABOR CONTROL--COSTS
Collective bargaining and labor relations, 4-117.
LABOR COSTS
*Cost of shutting down Federal government on November 23, 1981, 6-9.
*Budget and staffing information for Congressional liaison offices of 19 selected Federal departments and agencies, 6-183.
Attrition versus layoffs: how to estimate the costs of holding employees on payroll when savings are needed, 8-169.
*Comment on A-76 cost comparisons, 9-146.
LABOR COSTS--COMPARATIVE STUDIES
Turnover: a lucrative hard dollar phenomenon, 6-119.
LABOR COSTS--EVALUATION
*Savings from 1981 and 1982 personnel ceiling reductions, 5-151.
LABOR FORCE
Work and retirement: options for continued employment of older workers, 11-99.
Work force of the future, 12-84.
LABOR FORCE--CHARACTERISTICS
Why unemployment will hang high, 7-129.

LABOR FORCE--RESEARCH
Assessing the distribution of minorities and women in relevant labor markets, 7-66.
LABOR FORCE--STATISTICS
Employment and training report of the President; including reports by the U.S. Department of Labor, the U.S. Department of Health and Human Services, and the U.S. Department of Education, 3-121.
Employment situation in 1981, 5-98.
New worklife estimates reflect changing profile of labor force, 5-99.
Report of technical committee on employment, 5-129.
*Economic projections to 1990, 6-106.
Geographic profile of employment and unemployment, 1980, 6-107.
Guide to seasonal adjustment of labor force data, 6-108.
Occupational employment in transportation, communications, utilities, and trade, 7-131.
Planning for the U.S. labor force of the '80s, 7-132.
LABOR FORCE--UTILIZATION
How to beat the coming labor shortage, 6-105.
LABOR-MANAGEMENT RELATIONS
Companies increasingly ask labor to give back past contract gains, 1-115.
Labor-management relations in state and local government, 1980, 2-113.
Here's how to formulate a labor relations policy, 3-122.
*FED facts 15 [on] Federal labor relations, 3-131.
Miracle on Worth Street, 3-179.
An American looks at German labor relations, 4-115.
Collective bargaining and labor relations, 4-117.
Labor relations process, 4-118.
Union organization attempts: management's response, 4-119.
New direction for labor: quality of working life, 4-121.
Labor relations in higher education, 1981, 5-102.
*Trends in public sector arbitration, 6-110.
Not the union...the people! 6-115.
Employee ownership and industrial relations: the Rath case, 7-166.
Preventive labor relations; an office perspective, 8-107.
How to get along with a union, 9-100.
Labor relations in an economic recession: job losses and concession bargaining, 9-150.
Competition and control at work; the new industrial sociology, 10-121.
Technology bill of rights, 12-87.
LABOR-MANAGEMENT RELATIONS--ADMINISTRATION--EVALUATION
*Problems in Federal sector labor-management relations under Title VII of the Civil Service Reform Act of 1978, 10-114.
LABOR-MANAGEMENT RELATIONS--CASE STUDIES
*Management and employee relationships within the Federal Aviation Administration, 6-113.
LABOR-MANAGEMENT RELATIONS--CASES
Legal obstacles to alternative work-force designs, 12-110.
LABOR-MANAGEMENT RELATIONS--COMPARATIVE STUDIES
Look at labor law in the land down under: industrial relations in Australia, 3-123.
What American labor/management can learn from Japanese unions, 9-99.
Cooperation or conflict; European experiences with technological change at the workplace, 11-79.
LABOR-MANAGEMENT RELATIONS--CONFERENCES
*Policy resolutions adopted November 1981 by the Fourteenth Constitutional Convention, 5-101.
*Employee relations and regulations in the '80s, 5-103.
LABOR-MANAGEMENT RELATIONS--DECISIONS
*Index of Federal labor relations cases. July 1, 1981, 2-114.
Worker privacy and collective bargaining, 5-84.
Legal considerations in work-force redesign, 7-136.
LABOR-MANAGEMENT RELATIONS--HANDBOOKS, MANUALS, ETC.
Employee/employer relations for supervisors; training course, 1-192.
LABOR-MANAGEMENT RELATIONS--LAW AND LEGISLATION
People's lobby: AFL-CIO report on the 96th Congress, 5-100.
Worker ownership and section 8 (a)(2) of the National Labor Relations Act, 7-141.
*Union perspectives on the Civil Service Reform Act of 1978, 8-108.
*Applying Collyer in the Federal sector, 8-111.
LABOR-MANAGEMENT RELATIONS--RESEARCH
*Impact of labor-management cooperation committees on personnel policies and practices at twenty Federal bargaining units, 8-115.
LABOR-MANAGEMENT RELATIONS--STUDY AND TEACHING
Why you should train now to prevent strikes later, 7-137.
Executive level fellowships training in labor relations, 12-60.

- LABOR MOBILITY--RESEARCH
  - Toward a theory of mobility and behavior in organizations: an inquiry into the consequences of some relationships between individual performance and organizational success, 1-124.
  - *Guide to the Federal Service Labor-Management Relations Statute, 3-130.
  - Barriers to labor migration: the case of occupational licensing, 12-86.
- LABOR SUPPLY
  - How to beat the coming labor shortage, 6-105.
  - Why unemployment will hang high, 7-129.
  - Coming job crunch, 7-130.
  - Advances in automation prompt concern over increased U.S unemployment, 10-112.
  - Shrinking the white collar ranks, 11-131.
  - Job market's abrupt collapse, 12-85.
- LABOR SUPPLY--ADDRESSES, ESSAYS, LECTURES
  - Work decisions in the 1980s, 7-133.
- LABOR SUPPLY--BIBLIOGRAPHY
  - Future survey annual, 1980-81; a guide to the recent literature of trends, forecasts, and policy proposals, 6-109.
- LABOR SUPPLY--COMPARATIVE STUDIES
  - How Japanese firms cope with effects of an aging labor force on industrial productivity, 11-97.
- LABOR SUPPLY--RESEARCH
  - 'Dynamic labor shortage' in the offing, 11-78.
- LABOR SUPPLY--STATISTICS
  - Three paths to the future: occupational projections, 1980-90, 4-111.
  - Employment situation in 1981, 5-98.
- LABOR TURNOVER
  - Job absence and turnover control, 1-1.
  - Managing turnover strategically, 5-106.
  - Unified model for turnover from organizations, 5-107.
  - Why executives jump ship, 6-63.
  - Employee turnover: causes, consequences, and control, 7-143.
  - Research in organizational behavior; an annual series of analytical essays and critical reviews, 7-210.
  - Attrition versus layoffs: how to estimate the costs of holding employees on payroll when savings are needed, 8-169.
  - Design and use of weighted application blanks, 9-101.
- LABOR TURNOVER CAUSES--RESEARCH
  - Investigating labour turnover and wastage using the logit technique, 8-116.
  - Predictors of faculty intent to exit the organization, 8-118.
  - Satisfaction of industrial workers as predictors of production, turnover, and absenteeism, 12-79.
- LABOR TURNOVER CONTROL
  - Employee turnover: causes consequences, and control, 7-143.
- LABOR TURNOVER CONTROL--CASE STUDIES
  - Managing turnover; it can be done, 3-132.
- LABOR TURNOVER CONTROL--RESEARCH
  - Realistic job preview as a persuasive communication, 11-83.
- LABOR TURNOVER COST--BIBLIOGRAPHY
  - Cost of turnover, 5-108.
- LABOR TURNOVER COSTS
  - Turnover: a lucrative hard dollar phenomenon, 6-119.
  - Turnover benefits: the other side of the "costs" coin, 12-92.
- LABOR TURNOVER--PSYCHOLOGICAL ASPECTS
  - Some unintended consequences of intention to quit, 6-118.
- LABOR TURNOVER--RESEARCH
  - Job selection process: a conceptual rapprochment of labor turnover and occupational choice, 1-117.
  - Functional turnover: an empirical assessment, 2-117.
  - Effect of intentions, tenure, personal, and organizational variables on managerial turnover, 2-118.
  - Turnover analysis and prediction from a career developmental point of view, 3-134.
  - Some unanswered questions in turnover and withdrawal research, 3-135.
  - Role of performance in the turnover process, 4-123.
  - Causes of employee turnover: a test of the Mobley, Griffeth, Hand, and Meglino model, 4-124.
  - Multivariate analysis of the determinants of job turnover, 7-142.
  - Labor turnover in manufacturing, 8-117.
  - Predicting turnover intentions and turnover behavior, 9-102.
  - Consistency in inter-organizational labour turnover, 11-82.
  - Absenteeism and turnover: is there a progression? 12-91.
- LABORATORY TECHNICIANS
  - Danger! Experimental animals, 5-40.
  - Laboratory productivity; assessing productivity in the laboratory, 10-160.
- LANGUAGES AND VOCATIONAL OPPORTUNITIES
  - *Foreign language--a vital role in the Federal government, 1-129.
- LEADERSHIP
  - The leader; a new fact for American management, 1-69.

Leadership transforms vision into action, 7-144.
LEADERSHIP--CASE STUDIES
System 4: a resource for improving public administration, 2-66.
LEADERSHIP--RESEARCH
Cognitive mechanisms mediating the impact of implicit theories of leader behavior on leader behavior ratings, 3-136.
Stogdill's handbook of leadership, 6-121.
Further test of leadership effects due to between-group variation and within-group variation, 7-146.
Middle LPC leaders and the contingency model of leadership effectiveness, 8-119.
Typology of attribution leadership research, 10-116.
Schematic information processing and perceptions of leadership in problem-solving groups, 10-118.
Leadership and followership: changing conditions and styles, 11-85.
LEADERSHIP STYLE
Mapping managerial styles, 1-70.
Productivity, people, & profits, 2-170.
How to assess your managerial style, 5-63.
Servant approach to leadership, 5-109.
What's wrong with management, 5-117.
Stogdill's handbook of leadership, 6-121.
Management and industrial structure in Japan, 6-132.
Boss: it doesn't have to be a four letter word! 7-74.
Business of business; managing with style, 7-77.
Career development: the ultimate incentive, 7-155.
Public administration in America, 7-194.
Modern samurai society; duty and dependence in contemporary Japan, 8-76.
Executive leadership: how to get it & make it work, 8-77.
Leadership in organizations, 8-120.
Leadership style: attitudes and behaviors, 9-105.
Decision-making styles, 9-107.
Essence of leadership, 9-108.
Beyond the Grid and situationalism: a living systems view, 10-83.
*Promise of leadership-style training: an outdated myth? 10-85.
Management of organizational behavior; utilizing human resources, 10-95.
One minute manager, 11-53.
*Beyond the myth of leadership-style training--planned organizational change, 11-61.
Leadership and followership: changing conditions and styles, 11-85.
Following the leader: how to link management style to subordinate personalities, 12-95.
Japanese boss, American employees, 12-107.
LEADERSHIP STYLE--COMPARATIVE STUDIES
Comparative analysis of situationalism and 9,9 management by principle, 7-145.
LEADERSHIP STYLE--RESEARCH
Participation in decision-making: an examination of style and structure and their effects on member outcomes, 2-191.
[Leader Match: critiques] 3-137.
Management by Grid principles or situationalism, 4-59.
Comparative analysis of situationalism and 9,9 management by principle, 7-145.
How to choose a leadership style, 9-103.
Leadership, 9-106.
LEADERSHIP THEORY
Leader-follower behavior in 3-D, 1-118.
Leadership, job perceptions, and influence: a conceptual integration, 2-119.
Stogdill's handbook of leadership, 6-121.
Research in organizational behavior; an annual series of analytical essays and critical reviews, 7-210.
Leadership in organizations, 8-120.
Psychology in industrial organizations, 8-154.
Impact of Situational Leadership and classroom structure on learning effectiveness, 9-72.
Validity of Hersey and Blanchard's theory of leader effectiveness, 9-104.
Leadership: extrapolating from theory and research to practical skills training, 10-117.
Leadership and followership: changing conditions and styles, 11-85.
LEADERSHIP THEORY--RESEARCH
Theory Y: another look, 6-120.
Dimensionality of leader-subordinate interactions: a path-goal investigation, 11-84.
Test of the Vroom-Yetton normative model of leadership, 12-94.
LEADERSHIP TRAINING
Leadership: extrapolating from theory and research to practical skills training, 10-117.

LEADERSHIP TRAINING--RESEARCH
Effects of leader-member exchange and job design on productivity and satisfaction: testing a dual attachment model, 8-159.
LEARNING MOTIVATION
Incorporating learning style into training design, 8-188.
LEARNING, PSYCHOLOGY OF
Learning potential of the dominant personality within small intensive-training groups, 4-210.
Incorporating learning style into training design, 8-188.
Brain strategies: applications for change and innovation, 10-51.
LEARNING, PSYCHOLOGY OF--HISTORY
"Discovery" of social behaviorism and social learning theory, 1870-1980, 7-217.
LEARNING THEORIES--HISTORY
"Discovery" of social behaviorism and social learning theory, 1870-1980, 7-217.
LEAVE
Time-off-with-pay practices, 1-119.
LEAVE--ADMINISTRATION
Earned time: an answer to the dilemma of benefits administration, 6-124.
LEAVE--CHARTS, DIAGRAMS, ETC.
Profile of employee benefits, 6-16.
LEAVE--COMPARATIVE STUDIES
*Paid-days-off syndrome, 4-125.
West Germany: end of 'the miracle,' 7-147.
LEAVE OF ABSENCE
Alternatives to a reduction in force, 7-199.
LEAVE OF ABSENCE--COMPARATIVE STUDIES
Paid educational leave in Australia, Canada, Ireland and the United Kingdom, 6-123.
LEAVE WITHOUT PAY
*Furloughs, 6-122.
LEGAL ASSISTANTS
*Decade of paralegals in the law office, 5-125.
LEGAL ASSISTANTS--TRAINING
Legal assistants 1981, 5-201.
LEGAL ETHICS
Keep the format of the code of professional responsibility, 2-50.
Model rules of professional conduct, 10-65.
New model rules of professional conduct: a report to the Bar, 10-66.
LEGAL ETHICS--CASES
*Ethical considerations of the Federal lawyer upon entering private practice, 7-68.
LEISURE
Work/leisure trade off, 4-89.
LEISURE--RESEARCH
On the measurement of work and leisure ethics and resultant intercorrelations, 8-204.
LIABILITY (LAW)--BIBLIOGRAPHY
Personal liability of public administrators: a current sourcelist, 3-14.
LIBRARIANS
Librarian burn-out, 12-27.
LIBRARIANS--ATTITUDES
Analysis of factors influencing the career choice of librarianship, 1-130.
LIBRARIANS--CHARACTERISTICS
Analysis of factors influencing the career choice of librarianship, 1-130.
Organizational behavior and information seeking: lessons for librarians, 8-134.
LIBRARIANS--EMPLOYMENT
*Information professional; survey of an emerging field, 5-123.
LIBRARIANS--PAY
Pay equity and the San Jose strike, 1-22.
LIBRARIANS--PAY--COMPARATIVE STUDIES
Salary comparisons between academic librarians and instructional faculty, 9-31.
LIBRARY ADMINISTRATION
Personnel administration in libraries, 8-155.
LIBRARY ADMINISTRATON--ADDRESSES, ESSAYS, LECTURES
Strategies for library administration, 7-152.
LICENSES
Policy options regarding certification and licensure requirements for related services personnel, 2-85.
States' occupational licensing debate, 6-140.
Occupational licensing: a public perspective, 6-141.
Validity of licensure examinations, 10-195.
Regulating the professions, 12-137.
LICENSES--LAW AND LEGISLATION
Examination of selected statutory licensing requirements for psychologists in the United States, 4-175.
LICENSES--RESEARCH
Barriers to labor migration: the case of occupational licensing, 12-86.
LIE DETECTORS AND DETECTION
Employers who use lie detector tests, 8-6.
Can lie detectors be trusted? 9-5.
LIFE SPAN, PRODUCTIVE--STATISTICS
New worklife estimates reflect changing profile of labor force, 5-99.

LISTENING
Listening to help the hostile employee, 1-193.
Sperry Corporation and listening, 5-112.
LOBBYING
*Executive agency lobbyists mastering the difficult art of 'Congressional liaison,' 1-86.
LOCAL OFFICIALS AND EMPLOYEES
Personnel, politics and productivity, 11-108.
LONG-RANGE PLANNING
Strategy management, 5-120.

M

MAN-MACHINE SYSTEMS
Human connection: a strategy for making automation work, 4-38.
MANAGEMENT
Strategy management, 5-120.
Management and industrial structure in Japan, 6-132.
Japanese management & white collar government, 6-133.
30 most common problems in management and how to solve them, 8-121.
MANAGEMENT ACCOUNTABILITY
*Holding government bureaucracies accountable, 9-148.
MANAGEMENT--ADDRESSES, ESSAYS, LECTURES
Management classics, 5-115.
MANAGEMENT--BIBLIOGRAPHY
Management information: where to find it, 1-121.
MANAGEMENT--BOOK REVIEWS
Does Japanese management style have a message for American managers? 2-128.
MANAGEMENT BY OBJECTIVES
Performance appraisal and the Civil Service Reform Act, 1-144.
Using appraisals to set objectives, 1-145.
Will your MBO program fly or fizzle? 2-129.
Hierarchy and network for aims, 2-130.
Results-oriented managing; the key to effective performance, 3-146.
MBO can work! how to manage by contract, 4-129.
Organizational developement through team-building, 4-130.
Who's using MBO in management? 4-131.
How to set goals that work for your company, 4-133.
Ethics of MBO, 6-135.
MANAGEMENT BY OBJECTIVES--ABSTRACTS
Management by objectives: 1964-December, 1981; citations from the NTIS data base, 6-134.
MANAGEMENT BY OBJECTIVES--CASE STUDIES
*A bureaucrat who made a diffence--for the better, 1-122.
Results-oriented managing; the key to effective performance, 3-146.
MANAGEMENT BY OBJECTIVES--RESEARCH
Effects of MBO on performance and satisfaction in a public sector organization, 4-132.
MANAGEMENT--COMPARATIVE STUDIES
Japanese and the American first-line supervisor, 3-138.
What's wrong with management, 5-117.
Dangerous folly called Theory Z, 6-127.
Japanese management: myth or magic, 8-122.
MANAGEMENT--CONFERENCES
Annual Quality Congress transactions, 5-110.
MANAGEMENT CONSULTANTS
Consulting; the complete guide to a profitable career, 1-38.
Consulting for results, 1-39.
Use and misuse of consulting services, 6-36.
When the slump helps service firms prosper, 6-38.
MANAGEMENT CONSULTANTS--DIRECTORIES
Directory of members [of the Association of Management Consulting Firms], 4-30.
MANAGEMENT CONSULTANTS--RESPONSIBILITIES
Consulting is more than giving advice, 10-50.
MANAGEMENT CONSULTANTS--UTILIZATION
Case for internal consulting, 1-37.
MANAGEMENT CONTROL
*Management and central controls reconsidered, 3-143.
Challenge to management control, 11-81.
MANAGEMENT DEVELOPMENT
CAP: the making of an executive; Career Assignment Program 1983, 4-75.
Managerial obsolescence -- causes and curses, 4-77.
Managers--born? developed?--or both? 6-81.
*Symposium on civil service reform, Part 1, 7-16.
Ways of winning motivational support for management education programs, 8-89.
Individual management development program, 9-75.
Alternative approah to assessing management development needs, 9-77.
*Strategies for implementing senior advisor programs, 11-64.

Management development: why it fails, 12-56.
Coaching the executive, 12-62.
MANAGEMENT DEVELOPMENT--ADMINISTRATION
Are your management development programs working? 1-89.
*Developmental assignments; a guide for SES candidates, 5-71.
MANAGEMENT DEVELOPMENT--CASE STUDIES
*Internal advanced management programs for executive development, 9-78.
Evolution of a staff development system, 12-55.
Outward Bound for execs, 12-59.
Evolution of a staff-development system, 12-174.
MANAGEMENT DEVELOPMENT--COMPARATIVE STUDIES
Inside a Soviet management institute, 2-80.
Japanese agenda for management development, 9-76.
Trends in management development: introducing theory "P," 11-63.
MANAGEMENT DEVELOPMENT--EVALUATION
Analysis of the effectiveness of a management training program, 9-73.
MANAGEMENT DEVELOPMENT--METHODS
Innovative twists in management development, 9-74.
MANAGEMENT DEVELOPMENT--PLANNING
*Individual development planning guide for SES candidates, 10-88.
MANAGEMENT DEVELOPMENT--RESEARCH
Competent manager, 6-69.
MANAGEMENT DEVELOPMENT--THEORY
Beyond the Grid and situationalism: a living systems view, 10-83.
MANAGEMENT GAMES--RESEARCH
Development and validation of a self-report scored in-basket test in an assessment center setting, 11-60.
MANAGEMENT--HANDBOOKS, MANUALS, ETC.
Preparing administrative manuals, 2-122.
MANAGEMENT IMPROVEMENT
Management information systems and organizational behavior, 3-139.
*Management and central controls reconsidered, 3-143.
*Real strategy for improvement, 6-128.
Management forecast and checklist for 1982, 9-144.
MANAGEMENT IMPROVEMENT--CASE STUDIES
Theory Z turnaround of a public agency, 4-13.
*Management improvements in the Immigration and Naturalization Service, 12-98.
MANAGEMENT INFORMATION SYSTEMS
Information: the ultimate management resource; how to find, use, and manage it, 2-127.
Management information systems and organizational behavior, 3-139.
Data dictionaries and data administration; concepts and practices for data resource management, 3-144.
Developing managerial information systems, 10-122.
MIS: still outside the inner circle, 12-46.
MANAGEMENT INFORMATION SYSTEMS--ADMINISTRATION
Organizational characteristics and information systems, 4-106.
MANAGEMENT INFORMATION SYSTEMS--EVALUATION
*Federal information systems management; issues and new directions, 7-150.
MANAGEMENT METHODS
Japanese management in America, 5-113.
Executive leadership: how to get it & make it work, 8-77.
*Checklist for managing cutbacks, 11-89.
MANAGEMENT METHODS--COMPARATIVE STUDIES
Is Japanese-style management anything new? 6-148.
MANAGEMENT POTENTIAL--RESEARCH
Trainability concept for management potential and an empirical study of its relationship with intelligence for two managerial skills, 8-69.
Relationship between previous experience, intelligence and background characteristics of participants and their performance in an assessment centre, 11-4.
MANAGEMENT PRINCIPLES
Strategy and tactics: military analogies for human resources managers, 1-68.
MANAGEMENT--RESEARCH
Research at the Harvard Business School, 10-124.
MANAGEMENT--SOCIOLOGICAL ASPECTS
Competition and control at work; the new industrial sociology, 10-121.
MANAGEMENT--STUDY AND TEACHING
*Defense management education and training, 4-208.
*Practice for civil service promotion to supervisory and administrative positions, 5-192.
MANAGEMENT--TEXTBOOKS
Administrative and supervisory management, 4-127.
To be a manager; essentials of management, 11-90.
MANAGEMENT THEORY
Does Japanese management style have a message for American managers? 2-128.
MANAGEMENT THEORY--ADDRESSES, ESSAYS, LECTURES
Management classics, 5-115.

- MANAGEMENT THEORY--RESEARCH
  - The ideas of Frederick W. Taylor: an evaluation, 3-142.
- MANAGERIAL GRID
  - Management by Grid principles of situationalism, 4-59.
  - Comparative analysis of situationalism and 9,9 management by principle, 7-145.
  - How to choose a leadership style, 9-103.
  - Leadership, 9-106.
  - Beyond the Grid and situationalism: a living systems view, 10-83.
- MANUALS, ADMINISTRATIVE
  - Preparing administrative manuals, 2-122.
  - Developing a policy manual, 7-177.
- MARRIAGE
  - Plight the unwed executive, 8-72.
- MARRIED WOMEN--EMPLOYMENT
  - Dual career couple dilemma, 3-3.
- MASTER OF BUSINESS ADMINISTRATION DEGREE RECIPIENTS
  - Value of an MBA, 3-19.
  - Boosting the careers of B-school grads, 11-17.
- MASTER OF BUSINESS ADMINISTRATION DEGREE RECIPIENTS--ATTITUDES
  - Commitment and job tenure of new employees, 1-111.
- MASTER OF BUSINESS ADMINISTRATION DEGREE RECIPIENTS--EMPLOYMENT
  - MBA glut is now hitting the top 10, 4-21.
- MASTER OF BUSINESS ADMINISTRATION DEGREE RECIPIENTS--EVALUATION
  - How to manage the MBA, 9-22.
- MASTER OF BUSINESS ADMINISTRATION DEGREE RECIPIENTS--PAY
  - Wage differences between male and female MBAs, 7-22.
- MASTER OF BUSINESS ADMINISTRATION DEGREE RECIPIENTS--SELECTION
  - Discrimination in industrial employment: an investigation of race and sex bias among professionals, 8-51.
- MASTER OF BUSINESS ADMINISTRATION DEGREE RECIPIENTS--UTILIZATION
  - Meeting expectations: new MBAs and their employers, 1-88.
  - How to manage the MBA, 9-22.
  - How to make line positions more attractive for MBAs, 10-68.
- MATERNITY LEAVE--COMPARATIVE STUDIES
  - Women workers and maternity, 4-233.
- MAYORS--PAY
  - Compensation of municipal officials in Connecticut, 1980-81, 1-20.
- MEDICAID--STATISTICS
  - Medicare and medicaid data book, 1981, 7-117.
- MEDICAL AND PHYSICAL EXAMINATIONS
  - Health risk estimation may provide cost-efficient alternative to periodic employee health exams, 2-39.
  - Audiometry does not equal hearing conservation, 5-39.
  - Procedures for testing color vision, 7-59.
- MEDICAL AND PHYSICAL EXAMINATIONS--CASES
  - Physical examinations and company liability: a legal update, 3-63.
- MEDICAL CARE--COMPARATIVE STUDIES
  - Comparison of community and occupationally provided antihypertensive care, 12-31.
- MEDICAL RECORDS
  - Safety and privacy: are they compatible? 3-172.
- MEDICAL TECHNOLOGISTS
  - Laboratory productivity; assessing productivity in the laboratory, 10-160.
- MEDICARE
  - Entitlements, 12-147.
- MEDICARE--STATISTICS
  - Medicare and medicaid data book, 1981, 7-117.
- MEDITATION--CASE STUDIES
  - Meditation at the telephone company, 3-62.
- MEETINGS
  - Team development, part 3: communication meetings, 4-207.
  - Team development, part 4 and part 5, 8-190.
  - Team development, part 6: variations of procedure meetings, 10-197.
  - Team development, part 7: its role at the workplace, 12-169.
- MEMBERS OF CONGRESS--PAY
  - Report of the Clerk of the House, 3-36.
- MEMORY--RESEARCH
  - Toward improving the magnitude of relationships between test anxiety and sentence memory, 12-163.
- MEMORY TRAINING
  - It pays to remember names, 6-209.
- MENTAL HEALTH
  - How you can beat job burnout, 1-49.
  - Employee assistance programs as an employee benefit and as risk management, 10-58.
- MENTAL HEALTH SERVICES
  - Assessing the productivity of a state mental health service system, 12-127.
- MENTALLY RESTORED--EMPLOYMENT
  - Employment of mentally restored persons in the Federal service, 2-84.
- MENTORS
  - Role of mentors in developing careers; do women need mentors? 4-8.
  - Becoming a mentor: are the risks worth the rewards? 4-33.
  - Upward mobility, 6-67.

In the spotlight; women executives in a changing environment, 7-70.
Picking the right person for your mentor, 9-71.
Mentoring: a renaissance of apprenticeship, 9-184.
*Strategies for implementing senior advisor programs, 11-64.
MENTORS--BIBLIOGRAPHY
Mentoring system of developing managers, 12-61.
MENTORS--RESEARCH
Mentor relationship; a study of mentors and proteges in business and academia, 8-162.
MENTORS--RESPONSIBILITIES
Faculty expectations of doctoral and career mentors, 4-9.
Sex differences in expectations of mentors, 4-10.
METHODS IMPROVEMENT
Motion and time study; design and measure of work, 2-162.
*Increased agency use of efficiency guidelines for commercial activities can save millions, 5-173.
MEXICAN AMERICANS
Correlates of career progression among Mexican-American college graduates, 4-134.
MEXICAN AMERICANS--CHARACTERISTICS
Sex and ethnic differences in the use of power, 10-126.
MIDDLE AGE
Career motivation in mid-life managers, 11-7.
MIDDLE MANAGERS
Middle-aged officials find new group hit by slump: themselves, 10-178.
MIDDLE MANAGERS--CAREER OPPORTUNITIES
Executive jobs: a 'down' market, 12-45.
MIDDLE MANAGERS--CHARACTERISTICS
How to be an assistant-to, 2-132.
Middle management today: who's calling the shots? 8-65.
Unsung hero of Japanese management: the middle manager, 8-70.
Middle manager as innovator, 9-58.
MIDDLE MANAGERS--PAY
*Another view of the merit pay system, 1-24.
MIDDLE MANAGERS--PERSONNEL POLICIES
Senior management category, 3-17.
MIDDLE MANAGERS--RESPONSIBILITIES
Manager's self assessments of managerial roles, 4-73.
From skepticism to support: middle management's role in quality circles, 7-189.
MILITARY LEAVE
Military leave, 10-119.
MILITARY PERSONNEL
Professionalism pays off, 7-158.
Where women will fit in the new Army, 11-173.
MILITARY PERSONNEL--CAREER OPPORTUNITIES
Military-civilian occupational source book, 2-134.
MILITARY PERSONNEL--EVALUATION
Prediction of job performance: review of military studies, 12-116.
MILITARY PERSONNEL--PAY
Federal civilian and military pay increases, 12-14.
MILITARY PERSONNEL--RETIREMENT
Developments in aging: 1979, 3-195.
MILITARY PERSONNEL--TESTS
*Adaptive testing without a computer, 2-195.
Performance test objectivity: a comparison of rater accuracy and reliability using three observation forms, 9-165.
MILITARY PERSONNEL--TRAINING--RESEARCH
Investigation of the adoption process in training technology transfer, 7-214.
Effects of refresher training on job-task typewriting performance, 7-222.
MILITARY PERSONNEL--UTILIZATION--EVALUATION
*Civilianizing certain Air Force positions could result in economies and better use of military personnel, 11-14.
MILITARY PERSONNEL--UTILIZATION--LAW AND LEGISLATION
Role of military forces in public sector labor relations, 3-125.
MINORITY GROUP COLLEGE GRADUATES--RESEARCH
Correlates of career progression among Mexican-American college graduates, 4-134.
MINORITY GROUP EXECUTIVES
Women and minorities in administration of higher education institutions, 4-53.
Black managers: caught in the middle, 8-57.
MINORITY GROUP EXECUTIVES--CHARACTERISTICS
Racism and sexism in corporate life, 5-59.
Military personnel, 11-173.
MINORITY GROUP WOMEN--EMPLOYMENT
Equal employment opportunity report - 1979; job patterns for minorities and women in private industry, 1-60.
MINORITY GROUPS
*Impact of 1981 RIFS on minorities & women and updated RIF projections for FY 82, 2-180.
*Summary of task force RIF survey, 12-144.
MINORITY GROUPS--CHARACTERISTICS--RESEARCH
*Minorities and representative bureaucracy, 5-46.

MINORITY GROUPS--DISCRIMINATION
New American justice; ending the white male monopolies, 1-57.
Role of the institutional researcher in a sex discrimination suit, 5-51.
Racism and sexism in corporate life, 5-59.
Confronting racial isolation in Miami, 9-49.
Racial diversity in organizations and its implications for management, 12-36.
MINORITY GROUPS--DISCRIMINATION--RESEARCH
*Minorities and representative bureaucracy, 5-46.
MINORITY GROUPS--EMPLOYMENT
Assessing the distribution of minorties and women in relevant labor markets, 7-66.
*Resource allocation manual for Special Emphasis Program managers, 7-67.
*Room at the top of Foggy Bottom, 8-52.
MINORITY GROUPS--EMPLOYMENT--STATISTICS
Employment and training report of the President; including reports by the U.S. Department of Labor, the U.S. Department of Health and Human Services, and the U.S. Department of Education, 3-121.
*Supplemental statement before the Bipartisan Congressional Forum on Equal Employment Opportunity and Affirmative Action, 5-50.
Equal employment opportunity statistics, November 1980, 8-55.
Equal employment opportunity report - 1980; job patterns for minorities and women in private industry, 11-47.
Minorities and women in state and local government, 11-48.
MINORITY GROUPS--RECRUITMENT--CASE STUDIES
Minority recruitment, 6-5.
MINORITY GROUPS--RECRUITMENT--INFORMATION SOURCES
*FEORP resources notebook, 3-74.
MOBILITY, OCCUPATIONAL--RESEARCH
Model of intra-organizational mobility, 1-123.
Evolving jobs as a form of career mobility: some policy implications, 3-149.
Assessment of a mobility-based occupational classification for placement and counseling, 9-138.
MOONLIGHTING--RESEARCH
Consequences of extended work hours: a comparison of moonlighters, overtimers, and modal employees, 2-89.
MORALE
Causes and consequences of high morale, 4-80.
MOTHERS--EMPLOYMENT
Working around motherhood, 7-72.
Mothers' contemporary career decisions: impact on the family, 11-171.
*Day care programs and public employees: a new initiative and direction for public personnel systems, 11-172.
MOTHERS--EMPLOYMENT--COMPARATIVE STUDIES
Women workers and maternity, 4-233.
MOTHERS--EMPLOYMENT--CONFERENCES
New management initiatives for working parents, 9-186.
MOTHERS--EMPLOYMENT--RESEARCH
*Balancing jobs and family life, 6-95.
MOTHERS--EMPLOYMENT--STATISTICS
Working women and childbearing, 6-222.
Families at work; strengths and strains, a survey, 10-205.
MOTIVATION
Constraints to effective motivation, 1-126.
Individual motivation; the bridge between solitude and society, 1-158.
Stepping up to supervision: being popular isn't enough, 3-200.
Why motivation programs fail, 4-135.
Targets: how to set goals for yourself and reach them! 4-136.
Productivity/OWL 3, 5-157.
Problems of productivity, 5-162.
Learned helplessness: an alternative explanation for performance deficits, 6-137.
Career development: the ultimate incentive, 7-155.
What workers really want, 7-157.
How 'bout a little pat on the back? 8-128.
Motivation; myths & misnomers, 9-113.
Invisible inequality, 11-93.
Build a performance system--not a training system! 11-168.
Influence of achievement need on goal setting, performance, and feedback, 12-99.
MOTIVATION-HYGIENE THEORY--ADDRESSES, ESSAYS, LECTURES
Managerial choice: to be efficient and to be human, 9-114.
MOTIVATION--METHODS
Every employee a manager, 1-107.
Some practical pointers on motivation, 1-125.
Can money motivate? 3-150.
"U.S. production: an effective approach to worker motivation," 3-152.
Pitting workers against each other often backfires, firms are finding, 8-127.
Motivation methods that work, 9-116.
Invisible inequality, 11-93.

MOTIVATION RESEARCH
Differentiating organizational commitment from expectancy as a motivating force, 1-127.
Motivation: new directions for theory, research, and practice, 3-151.
Factors affecting the context for motivation in public organizations, 3-153.
Differences in job motivation and satisfaction among female and male managers, 5-87.
Effects of goal setting, external feedback, and self-generated feedback on outcome variables, 7-154.
Role of performance antecedents and consequences in work motivation, 7-156.
Determinants of choice of goal difficulty level: a review of situational and personality influences, 8-126.
Behavior in organizations as a function of employee's locus of control, 9-115.
Manipulating subjective expectancy through feedback: a laboratory study of the expectancy-performance relationship, 10-127.
Control systems conceptualization of the goal-setting and changing process, 11-92.
MOTIVATION RESEARCH--EVALUATION
Hawthorne defect: persistence of a flawed theory, 3-154.
MOTIVATION THEORY
Job redesign in the public sector, 2-99.
Compensation and reward perspectives, 6-22.
Social influence interpretation of worker motivation, 6-138.
Beyond expectancy theory: an integrative motivational model from health care, 6-139.
MUNICIPAL EMPLOYEES--CHARACTERISTICS
Status of the municipal work force, 12-3.
MUNICIPAL EMPLOYEES--PAY
Compensation of municipal officials in Connecticut, 1980-81, 1-20.
Wage differences among large city governments and comparisons with industry and Federal pay, 1975-76, 5-29.
City employment in 1980, 7-37.
Salaries of municipal officials for 1982, 7-86
MUNICIPAL EMPLOYEES--STATISTICS
City employment in 1980, 7-37.
Status of the municipal work force, 12-3.

NATIONAL ORIGIN DISCRIMINATION
National origin harassment in the work place, 12-37.
NEGOTIATION
Getting to yes: negotiating agreement without giving in, 4-96.
Before you negotiate: get your act together, 10-100.
NEGOTIATORS--SELECTION
Improving negotiation effectiveness under final offer arbitration, 12-135.
NEGOTIATORS--TRAINING
Improving negotiation effectiveness under final offer arbitration, 12-135.
NEW EMPLOYEES
Supervising new employees, 3-204.
Orientation of new employees, 5-132.
Good starts for new employees, 8-181.
Beyond orientation: assimilating new employees, 10-132.
Off to a good beginning, 11-101.
NEW EMPLOYEES--ATTITUDES
The commitment and job tenure of new employees, 1-111.
Transition into a new job, 6-144.
NEW YORK (CITY)--CIVIL SERVICE
Politics of urban personnel policy; reformers, politicians, and bureaucrats, 12-4.
NIGERIA--CIVIL SERVICE
Bureaucratic corruption in Nigeria, 6-11.
NIGHT WORK
Shift work, 12-68.
NOISE
Noise poses a growing threat, affecting hearing and behavior, 12-28.
NURSES
Nurse shortage: how can we turn the exodus around? 4-86.
Nurses as managers, 4-88.
NURSES--ATTITUDES
Trouble with nurses--they're human, 2-86.
Job difficulty as interpreted by incumbents: a study of nurses and engineers, 8-103.
NURSES--CHARACTERISTICS
Source book - nursing personnel, 8-94.
NURSES--EMPLOYMENT
Six-month interim report by the Committee of the Institute of Medicine for a Study of Nursing and Nursing Education, 6-93.
NURSES--PAY
Recurrent shortage of registered nurses, 1-98.
Union impact on hospital wages and fringe benefits, 3-25.
NURSES--RESPONSIBILITIES
Determining supervisory status and bargaining unit composition in the nursing profession, 8-93.
NURSES--STATISTICS
Source book - nursing personnel, 8-94.
NURSING--TRAINING
Six-month interim report by the Committee of the Institute of Medicine for a Study of Nursing and Nursing Education, 6-93.
NURSES--UTILIZATION
Trouble with nurses--they're human, 2-86.
NURSES--WORKFORCE PLANNING
Recurrent shortage of registered nurses, 1-98.
Six-month interim report by the Committee of the Institute of Medicine for a Study of Nursing and Nursing Education, 6-93.

O

OBSOLESCENCE, MANAGERIAL
Managerial obsolescence: the forgotten human resource function, 4-64.
Managerial obsolescence -- causes and cures, 4-77.
OBSOLESCENCE, PROFESSIONAL
Expectancy theory applied to the process of professional obsolescence, 5-165.
"Recycled" engineers provide talent and technical expertise at Monsanto, 7-207.
OCCUPATIONAL CHOICE
Analysis of factors influencing the career choice of librarianship, 1-130.
Working free; practical alternatives to the 9 to 5 job, 11-68.
OCCUPATIONAL CHOICE--RESEARCH
Career indecisions in adult women: a comparative and descriptive study, 2-133.
Application of Strong's validity criteria to basic interest scales, 4-138.
Career maturity aspects of the Kuder Occupational Interest Survey, 4-141.
Clustered occupational interest measurement based on sex-balanced inventory items, 5-124.
Congruence and consistency derived from the circular and the hierarchical models as predictors of occupational choice satisfaction, 7-124.

Role model influencers of nontraditional professional women, 7-191.
Social values and the choice of careers in industry, 8-130.
OCCUPATIONAL CLUSTERS--RESEARCH
Clustered occupational interest measurement based on sex-balanced inventory items, 5-124.
OCCUPATIONAL DISEASES
Occupational health risks and the worker's right to know, 3-60.
OCCUPATIONS
Ranking occupations as risky income prospects, 3-24.
OCCUPATIONS--COMPARATIVE STUDIES
Professional interviewers' trait inferential structures for diverse occupational codes, 3-156.
OCCUPATIONS--DIRECTORIES
*Military-civilian occupational source book, 2-134.
OCCUPATIONS--STATISTICS
*Occupations of Federal blue-collar workers, October 31, 1980, 2-9.
OFFICE LAYOUT
New office concept geared to people and productivity, 7-186.
Successful office; how to create a workspace that's right for you, 11-174.
OFFICE LOCATION
More corporations endorse telecommuting for data processors, 1-204.
A look ahead: managing a work-at-home staff, 4-235.
Flexiplace: working at home appeals to a few, 6-224.
OFFICE LOCATION--RESEARCH
*Work-at-home experiment, 10-186.
OFFICE MANAGEMENT
Facility management implications of office automation, 4-39.
New work schedules for a changing office, 4-93.
Office technology, paperwork, and productivity, 10-168.
OFFICE PRACTICE--AUTOMATION
Office of the future; communication and computers, 2-31.
Focus on the office, 7-149.
Increasing productivity in the law office, 10-163.
OFFICE PROCEDURES--AUTOMATION
Who needs the office of the future? 12-133.
Debate over the electronic office, 12-189.
OFFICE WORKERS--EMPLOYMENT
Paperless office--how workers adapt, 4-40.
OFFICE WORKERS--HISTORY
*"To barter their souls for gold:" female Federal clerical workers in late nineteenth-century America, 6-220.
OFFICE WORKERS--PAY
Wage rates & fringe benefits for selecting occupations paid by Virginia manufacturers, 1981, 1-34.
OFFICE WORKERS--TRAINING
*Communications Training Institute curriculum catalog, FY83, 10-202.
OFFICE WORKERS--TURNOVER--STATISTICS
*AMS office turnover survey for U.S. and Canada, 3-133.
OFFICES--AUTOMATION
Office of the future; communication and computers, 2-31.
Neglected managerial communication skills, 2-69.
Tomorrow's office today: managing technological change, 4-37.
Human connection: a strategy for making automation work, 4-38.
Facility management implications of office automation, 4-39.
Paperless office--how workers adapt, 4-40.
Focus on the office, 7-149.
Increasing productivity in the law office, 10-163.
Debate over the electronic office, 12-189.
OLDER WORKER
Age Discrimination in Employment guidelines, 4-50.
Employer attitudes: implications of an aging work force, 5-126.
Executive summary of technical committee on older Americans as a growing national resource, 5-128.
Report of technical committee on retirement income, 5-184.
OLDER WORKER--ATTITUDES
Job modification as an alternative to retirement, 10-179.
OLDER WORKER--CHARACTERISTICS
After forty; the time for achievement? 11-94.
OLDER WORKER--CHARACTERISTICS--RESEARCH
Effects of aging on work satisfaction, performance and motivation, 11-95.
OLDER WORKER--COUNSELING--CASE STUDIES
Pre-retirement counseling: three corporate case studies, 9-157.
OLDER WORKER--DISCRIMINATION
Are older workers hurt by affirmative action? 11-98.
OLDER WORKER--EMPLOYMENT
What to do when you're 58 and have lost your job, 2-109.
Report of technical committee on employment, 5-129.
Companies that hire older workers, 8-132.
After forty; the time for achievement? 11-94.

Work and retirement: options for continued employment of older workers, 11-99.
OLDER WORKER--EMPLOYMENT--COSTS
Age impact on employee benefit costs is not a major problem for employers, 11-26.
OLDER WORKER--PERSONNEL POLICIES
Education and training for middle-aged and older workers: policy issues and options, 3-157.
OLDER WORKER--STATISTICS
Chartbook on aging in America, 1-133.
*Information on persons 60 years or older employed by area agencies on aging, 9-120.
OLDER WORKER--UTILIZATION
Gradual retirement vs. abrupt termination, 2-135.
Education and training for middle-aged and older workers: policy issues and options, 3-157.
Aging work force, 4-142.
Companies that hire older workers, 8-132.
Impact of job modification options on retirement plans, 8-133.
Workforce of the future: the problems and opportunities of maturity, 10-129.
Job modification as an alternative to retirement, 10-179.
'Dynamic labor shortage' in the offing, 11-78.
OLDER WORKER--UTILIZATION--COMPARATIVE STUDIES
How Japanese firms cope with effects of an aging labor force on industrial productivity, 11-97.
ON-THE-JOB TRAINING
Gaining mutual independence through training, 6-210.
ON-THE-JOB TRAINING--ADMINISTRATION
The better they are informed, the better they perform, 4-212.
ON-THE-JOB TRAINING--ADMINISTRATION--EVALUATION
New measurement of on-the-job training, 4-206.
ON-THE-JOB TRAINING--METHODS
Guiding job performance with job aids, 11-163.
ON-THE-JOB TRAINING--PLANNING
Pre-preparation for training, 10-201.
ON-THE-JOB TRAINING--RESEARCH
New measurement of on-the-job training, 4-206.
ON-THE-JOB TRAINING--THEORY
On-the-job training and social learning theory: a literature review, 5-203.
ORAL COMMUNICATION
Why can't a woman be more like a man? an interactional note on organizational game-playing for managerial women, 9-59.
ORGANIZATION DEVELOPMENT
Third mode of coupling democracy and administration: another way of making a crucial point, 3-8.
Developing HRD and OD: the profession and the professional--a dialogue with Gordon L. Lippit, 3-216.
Future of OD, 4-14.
Managing the unpredictable...a rational plan for coping with change, 4-15.
Explicit problem modeling: an intervention strategy, 4-16.
Pay and organization development, 4-26.
Organizational development through team-building, 4-130.
Organization change and development: a systems view, 9-9.
Organization development and organizational change, 9-10.
ORGANIZATION DEVELOPMENT--ADDRESSES, ESSAYS, LECTURES
*Approaches to organizing, 5-130.
ORGANIZATION DEVELOPMENT--CASE STUDIES
Organizational development in a social service agency, 1-7.
Processes and payoffs of programmatic action research, 6-8.
Organization change and development: a systems view, 9-9.
An OD strategy for policy implementation: the case of North Carolina state government, 10-15.
ORGANIZATION DEVELOPMENT--METHODS
Why it's time for a systems approach to organization development, 6-6.
Myth making: a qualitative step in OD interventions, 6-7.
ORGANIZATION DEVELOPMENT--RESEARCH
Progress in organization development research, 9-11.
Comparative impact of organization development interventions on hard criteria measures, 11-11.
ORGANIZATION DEVELOPMENT--PROBLEMS, EXERCISES, ETC.
Experiential approach to organization development, 4-145.
ORGANIZATION DEVELOPMENT--RESEARCH
Success of OD applications in the public sector: toting up the score for a decade, more or less, 2-5.
Planned organizational change and its measurement, 5-11.
ORGANIZATION DEVELOPMENT--STUDY AND TEACHING
Organization development and organizational change, 9-10.

ORGANIZATION DEVELOPMENT--THEORY
    Organization development: a closer scrutiny, 7-8.
ORGANIZATION SIZE
    White-collar pay levels linked to corporate work force size, 7-29.
ORGANIZATIONAL ANALYSIS
    Three faces of evaluation, 2-136.
    Adaptive organization: anticipation and management of crisis, 9-122.
ORGANIZATIONAL ANALYSIS--ADDRESSES, ESSAYS, LECTURES
    *Approaches to organizing, 5-130.
ORGANIZATIONAL ANALYSIS--METHODS
    Figuring things out; a trainer's guide to needs and task analysis, 4-220.
    *Improving performance in tax-supported agencies, 6-181.
ORGANIZATIONAL BEHAVIOR
    Fear makes the world go 'round: the 'dark' side of management, 2-92.
    Performance feedback in organizational behavior management, 2-152.
    Human relations; a job oriented approach, 3-106.
    Management information systems and organizational behavior, 3-139.
    Perspectives on organisation design and behavior, 4-146.
    Making organizations humane and productive, 4-164.
    Model of predicting the choice of conflict management strategies by subordinates in high-stakes conflicts, 5-82.
    Learned helplessness: an alternative explanation for performance deficits, 6-137.
    Stepping over boundaries, 7-97.
    Organizational behavior and information seeking: lessons for librarians, 8-134.
    Power in organizations, 8-139.
    Life on the line, 9-86.
    "Trust as a productivity management tool," 9-87.
    *Position paper on the human problems in the Federal bureaucracy, 9-130.
    Patterns of political behavior in organizations, 10-94.
    Management development: why it fails, 12-56.
    Passing the buck: a management game, 12-70.
    Working model of behavior, 12-72.
    Following the leader: how to link management style to subordinate personalities, 12-95.
    Bureaucratic malaise in the modern spy novel: Deighton, Greene, and LeCarre, 12-139.
ORGANIZATIONAL BEHAVIOR--ADDRESSES, ESSAYS, LECTURES
    *Approaches to organizing, 5-130.
    Group dynamics and society; a multinational approach, 7-108.
    Organizational behavior; readings and cases, 7-110.
ORGANIZATIONAL BEHAVIOR--CASE STUDIES
    Organizational behavior, 7-107.
    Organizational behavior; readings and cases, 7-110.
    People in organizations: an introduction to organizational behavior, 9-85.
    Potential for "groupthink" in autonomous work groups, 11-66.
ORGANIZATIONAL BEHAVIOR--RESEARCH
    Interactional psychology and research on human behavior in organizations, 1-104.
    Why can't a woman be more like a man? 4-66.
    Responses to failure: the effects of choice and responsibility on impression management, 4-72.
    Analysis of communication patterns, 4-99.
    Maintaining new procedures using feedback to staff, a hierarchical reporting system, and multidisciplinary management group, 8-135.
    *Sex and power in the Federal bureaucracy: a comparative analysis of male and female supervisors, 8-182.
    Study of upward influence in organizations, 9-88.
    Behavior in organizations as a function of employee's locus of control, 9-115.
    Organizational behavior research, 10-98.
    Organizational behavior modification: a way to bridge the gap between academic research and real world application, 12-75.
ORGANIZATIONAL BEHAVIOR--TEXTBOOKS
    Organizational behavior, 7-107.
    Organizational behavior: its data, first principles and applications, 7-109.
    Introduction to organizational behavior, 7-111.
    Personnel management; a human resource system approach, 8-149.
    People in organizations: an introduction to organizational behavior, 9-85.
ORGANIZATIONAL BEHAVIOR--THEORY
    Interview (Chris Argyris), 4-97.
    Feedforward and feedback control of job performance through organizational behavior management (OBM), 12-74.
ORGANIZATIONAL CHARACTERISTICS
    Management development: why it fails, 12-56.

ORGANIZATIONAL CHARACTERISTICS--RESEARCH
Top executive locus of control and its relationship to strategy-making, structure, and environment, 7-81.
Organizations as ideological systems, 8-138.
R & D subsystem climate as a function of personal and organizational factors, 10-130.
ORGANIZATONAL CHARACTERISTICS--TEXTBOOKS
Organization theory: an integrated approach, 1-136.
ORGANIZATIONAL COMMITMENT
Retaining good managers without golden handcuffs, 1-64.
Organizational seduction: building commitment to organizations, 2-137.
Small company experience, 4-238.
Commitment in organizations: a normative view, 10-215.
Getting commitment by soliciting employee ideas, 12-73.
ORGANIZATIONAL COMMITMENT--RESEARCH
Differentiating organizational commitment from expectancy as a motivating force, 1-127.
Substitutes for leadership: test of a construct, 2-107.
*Inter-relationships between organizational commitment and job characteristics, job satisfaction, professional behavior, and organizational climate, 2-215.
*Organizational involvement and representative bureaucracy, 5-171.
Job commitment and the organizational woman, 11-169.
Union commitment: replication and extension, 12-88.
ORGANIZATIONAL EFFECTIVENESS
The leader; a new face for American management, 1-69.
Perceptions of organizational effectiveness over organizational life cycles, 1-134.
Small group problem solving, 5-74.
"Trust as a productivity management tool," 9-87.
ORGANIZATIONAL EFFECTIVENESS--RESEARCH
Effects of managerial succession on organizational performance, 3-159.
Relationship between faculty unionism and organizational effectiveness, 4-144.
Occupational stress and perceived organizational effectiveness in formal groups, 8-41.
Organization structure and the effectiveness of public agencies, 9-121.
Explorations in macro communication behaviour: the effects of organizational feedback on organizational effectiveness, 12-105.
ORGANIZATIONAL STRUCTURE
Can organizational design make up for motivational decline? 3-83.
Organizational structure: the source of low productivity, 3-177.
Making matrix management work, 5-114.
Designing the innovating organization, 5-131.
Structuring of organizations: a synthesis of the research, 6-143.
Overcoming the roadblocks in work-restructuring efforts, 7-122.
Relationships among self-supervision, structure, and technology in professional service organizations, 7-192.
White-collar productivity and the growth of administrative overhead, 10-155.
ORGANIZATIONAL STRUCTURE--RESEARCH
Evolution and revolution: a quantum view of structural change in organizations, 8-137.
Organization structure and the effectiveness of public agencies, 9-121.
ORGANIZATIONAL STRUCTURE--THEORY
Evolution and revolution: a quantum view of structural change in organizations, 8-137.
ORGANIZATIONS--CLIMATE
Perspectives on organization design and behavior, 4-146.
Adaptive organization: anticipation and management of crisis, 9-122.
Preferred organizational climates of Type A individuals, 9-190.
ORGANIZATIONS--CLIMATE--ADDRESSES, ESSAYS, LECTURES
Corporations and their critics; issues and answers to the problems of corporate social responsibilities, 1-135.
ORGANIZATIONS--CLIMATE--COMPARATIVE STUDIES
Role of subjective culture in organizations, 12-103.
ORGANIZATIONS--CLIMATE--EVALUATION
Racial diversity in organizations and its implications for management, 12-36.
ORGANIZATIONS--CLIMATE--RESEARCH
Differentiating between perceived organization and work group climates, 4-234.
Climate: a reconceptualization and proposed model, 6-142.
Aggregation bias in estimates of perceptual agreement, 7-162.
R & D subsystem climate as a function of personal and organizational factors, 10-130.
Liaison emergence: relating theoretical perspectives, 11-100.

ORGANIZATIONS--COMPARATIVE STUDIES
  Role of subjective culture in organizations, 12-103.
ORGANIZATIONS--RESEARCH
  Perceptions of organizational effectiveness over organizational life cycles, 1-134.
  Methodological innovations for studying organizations, 12-104.
ORGANIZATIONS--THEORY
  Structuring of organizations: a synthesis of the research, 6-143.
ORGANIZATIONS--THEORY--CASE STUDIES
  Organization theory: an integrated approach, 1-136.
ORGANIZATIONS--THEORY--TEXTBOOKS
  Organization theory: an integrated approach, 1-136.
ORIENTATION
  Orientation of new employees, 5-132.
ORIENTATION--ADMINISTRATION
  Beyond orientation: assimilating new employees, 10-132.
ORIENTATION--CASE STUDIES
  Beyond orientation: assimilating new employees, 10-132.
  Off to a good beginning, 11-101.
OVERSEAS EXECUTIVES
  Repatriation: an ending and a beginning, 1-137.
  Japanese boss, American employees, 12-107.
OVERSEAS EXECUTIVES--ANECDOTES, FACETIAE SATIRE, ETC.
  Repatriation at the Burr Hamilton Bank, 5-133.
OVERSEAS EXECUTIVES--CHARACTERISTICS
  Mutual perception of managerial performance and style in multinational subsidiaries, 2-71.
  Which candidates are most likely to succeed in overseas assignments? 8-67.
OVERSEAS EXECUTIVES--PERSONNEL POLICIES
  Multinational perspectives, 10-133.
OVERSEAS MANAGEMENT
  Japanese management in America, 5-113.
OVERSEAS PERSONNEL
  *U.S. Department of State indexes of living costs abroad and quarters allowances, 6-30.
  *Computation of cost-of-living allowances for Federal employees in foreign areas could be more accurate, 6-31.
OVERSEAS PERSONNEL--EMPLOYMENT--EXECUTIVE ORDERS
  *Overseas employment. Executive Order 12362, 7-163.
OVERSEAS PERSONNEL--FRINGE BENEFITS
  *Overseas allowances and benefits, 5-134.
OVERSEAS PERSONNEL--PAY
  *Overseas allowances and benefits, 5-134.
  Expatriate dilemma; how to relocate and compensate U.S. employees assigned overseas, 12-106.
OVERSEAS PERSONNEL--PAY--TAXATION
  Multinational perspectives, 10-133.
OVERSEAS PERSONNEL--PERSONNEL POLICIES
  Expatriate dilemma; how to relocate and compensate U.S. employees assigned overseas, 12-106.
OVERSEAS PERSONNEL--PERSONNEL POLICIES--EXECUTIVE ORDERS
  *Overseas employment. Executive Order 12362, 7-163.
OVERSEAS PERSONNEL--TRAINING
  How to set up a language training department, 9-178.
  International training, 11-159.
OVERSEAS PERSONNEL--WORKFORCE PLANNING
  Change is needed in overseas procedures to better assure consistency with U.S. program objectives, 6-145.
OVERTIME WORK--RESEARCH
  Mixed-consequence system for reducing overtime and unscheduled absences, 2-1.
  Consequences of extended work hours: a comparison of moonlighters, overtimers, and modal employees, 2-89.
  *Department of Defense overtime and sick leave analysis, 12-96.

P

PAPERWORK MANAGEMENT--ADDRESSES, ESSAYS, LECTURES
*Information management in public administration: an introduction and resource guide to government in the information age, 9-147.
PAPERWORK MANAGEMENT--METHODS
Slaying the paperwork dragon, 5-119.
PART-TIME WORK
More corporations endorse telecommuting for data processors, 1-204.
*Part-timer's guide to Federal part-time employment, 2-88.
Comparative study of later work experience among full-time, part-time, and unemployed male youth, 2-216.
Work/leisure trade off, 4-89.
New work schedules for a changing office, 4-93.
Work sharing is seen as weapon against unemployment, 4-95.
Part-time career for a full-time you, 5-78.
PART-TIME WORK--ADMINISTRATION--EVALUATION
*Part-time employment in the Federal government, 12-69.
PART-TIME WORK--LAW AND LEGISLATION
*Part-timer's guide to Federal part-time employment, 2-88.
PART-TIME WORK--SOCIAL ASPECTS
New work schedules for a changing society, 4-92.
PART-TIME WORKERS
Arbitrator's employment status as a factor in the decision-making process, 6-111.
Job sharing, 9-81.
PART-TIME WORKERS--CHARACTERISTICS
Work/leisure trade off, 4-89.
Part-time career for a full-time you, 5-78.
Part-time workers as missing persons in organizational research, 6-96.
PART-TIME WORKERS--EMPLOYMENT
*Part-time employment in the Federal government, 12-69.
PART-TIME WORKERS--PERSONNEL POLICIES
Comparison of retail personnel practices applied to full-time and part-time nonexempt employees, 3-102.
PART-TIME WORKERS--UTILIZATION
*Part-time employment in the Federal government, 12-69.
PARTICIPATIVE MANAGEMENT
Codetermination: wave of the future? 1-139.
Japanese steel industry's version of the quality circle, 2-164.
Participation in decision-making: an examination of style and structure and their effects on member outcomes, 2-191.
Nurse shortage: how can we turn the exodus around? 4-86.
Top managers' beliefs and rationales for participation, 6-70.
What makes Japanese products better? 7-165.
Employee ownership and industrial relations: the Rath case, 7-166.
Middle management today: who's calling the shots? 8-65.
Myths of industrial democracy, 10-137.
Employees are assets, too, 10-138.
Quality circles and corporate culture, 10-140.
Participative management, 11-103.
Participative management, 12-109.
PARTICIPATIVE MANAGEMENT--ABSTRACTS
Innovative work practices, 12-190.
PARTICIPATIVE MANAGEMENT--ADMINISTRATION
Legal considerations in work-force redesign, 7-136.
Dilemmas of managing participation, 10-135.
PARTICIPATIVE MANAGEMENT--CASE STUDIES
Exploring participation, 2-138.
Getting involved at Monsanto, 2-140.
Donnelly Mirror: 30 years of participative management - 30 years of growth, 3-160.
Detroit's gamble on bluecollar managers, 6-223.
On the San Francisco Zephyr: employee involvement at Amtrak boosts morale and service, 7-167.
Meeting the Japanese challenge to American industry; a participative management program (PMP), 7-168.
QWL training sessions keep Allied's employees at work, 8-142.
Worker ownership and job attitudes: a field study, 8-143.
Participative management concept shares successes, responsibilities at Employee Transfer Corp., 9-125.
Quality circles at Hughes Aircraft, 10-136.
Conversations within self-managed work groups, 10-139.
Action-research program for increasing employee involvement in problem solving, 11-104.
PARTICIPATIVE MANAGEMENT--CASES
Legal obstacles to alternative work-force designs, 12-110.
PARTICIPATIVE MANAGEMENT--COMPARATIVE STUDIES
Employees identify with company; participate in decision making, 2-168.

    Workers' participation in decisions within enterprises, 6-147.
    Is Japanese-style management anything new? 6-148.
    Research in organizational behavior; an annual series of analytical essays and critical reviews, Vol. 4, 10-131.
    Workers' participation and the distribution of control as perceived by members of ten German companies, 11-102.
PATRONAGE
    *Patronage, the public service and the courts, 1-11.
PATRONAGE--CASES
    *Patronage, the public service and the courts, 1-11.
PAY
    *Significant features of fiscal federalism, 1980-81, 3-35.
    Pay cuts: will employees accept them? 5-26.
    Counteroffers are counterproductive, 7-21.
    Concessionary bargaining, 7-135.
PAY ADMINISTRATION
    Analyzing the dual pay equation, 3-28.
    Japanese wage system, 3-41.
    Easing the squeeze on the salary ladder, 4-25.
    Alternative to a reduction in force, 5-167.
    EEOC's new Equal Pay Act guidelines, 10-39.
    Job evaluation and pay plan for Jackson County, 10-107.
    Professional employees: unionization attitudes and reward preferences, 10-169.
PAY ADMINISTRATION--EVALUATION
    Pay decisions: testing for discrimination, 3-32.
    *Proposed regulations of the Office of Personnel Management governing pay administration and hours of duty, 8-28.
PAY ADMINISTRATION--HANDBOOKS, MANUALS, ETC.
    Setting up a pay system, 12-15.
PAY ADMINISTRATION--METHODS
    Issues in salary structure design, 6-21.
PAY ADMINISTRATION--PSYCHOLOGICAL ASPECTS
    Pay secrecy and performance: the psychological research, 10-36.
PAY ADMINISTRATION--RESEARCH
    Miami experience: a critique and analysis of the Active Position Salary Calculation System, 5-23.
PAY COMPARABILITY
    Federal civilian and military pay increases, 1-33.
    *Proposal to lower the Federal compensation comparability standard has not been substantiated, 3-37.
    Wage differences among large city governments and comparisons with industry and Federal pay, 1975-76, 5-29.
    *Case for freezing Federal pay and pensions, 10-37.
    *Federal civilian pay increases, 10-49.
PAY COMPARABILITY--ADMINISTRATION--EVALUATION
    *Analysis of Federal pay, 10-44.
PAY--COMPARATIVE STUDIES
    Decline of real faculty salaries in the 1970s, 3-27.
    World paychecks; who makes what, where, and why, 11-20.
PAY COMPRESSION
    Easing the squeeze on the salary ladder, 4-25.
    *Paying for performance and position: dilemmas in salary compression and merit pay, 12-11.
PAY INCREASES
    *Federal civilian and military pay increases, 1-33.
    Pay raises start to shrink, signaling possible long-term fall in inflation, 8-32.
    *Case for freezing Federal pay and pensions, 10-37.
    *Federal civilian and military pay increases, 12-14.
PAY INCREASES--CASE STUDIES
    Wage guidelines: impact on job attitudes and behavior, 1-109.
PAY INCREASES--CONFERENCES
    National conference proceedings, 1981, 5-64.
PAY INCREASES--HISTORY
    *Current salary schedules of Federal officers and employees together with a history of salary and retirement annuity adjustments, 7-39.
PAY INCREASES--STATISTICS
    Wage increases moderate in 1981, 7-32.
PAY--LAW AND LEGISLATION
    Current salary schedules of Federal officers and employees together with a history of salary and retirement annuity adjustments, 7-39.
PAY POLICIES--RESEARCH
    *Wage determination in the Federal government: the role of constituents and bureaucrats, 2-18.
PAY RATES
    Comparable worth issue, 1-17.
    Pay equity and the San Jose strike, 1-22.
    Comparable worth--a socioeconomic issue for the eighties, 1-35.

Analyzing the equal pay equation, 3-28.
Comparable worth controversy, 3-31.
Pay decisions: testing for discrimination, 3-32.
Earnings differences and trends, 6-18.
Equal pay for work of comparable value, 6-23.
Controversy swirls over comparable worth issue, 6-33.
Equal pay fight, 7-34.
Breaching the next barricade; pay equity for women, 7-43.
Proceedings of the 34th annual meeting of the Industrial Relations Research Association, 8-23.
*Two views on equal pay for work of comparable worth: is it a Federal sector issue? 9-28.
*Comparison of collectively bargained and administratively set pay rates for Federal employees, 9-30.
*Symposium on civil service reform, 10-25.
EEOC's new Equal Pay Act guidelines, 10-39.
Comparable worth: implications for compensation managers, 10-41.
What women earn, 11-21.
Achieving equal pay for comparable worth through arbitration, 12-16.
Symposium: EEO policies and research: a retrospective on the seventies, 12-40.

PAY RATES--ADMINISTRATION--EVALUATION
Is equal pay for comparable work fair? 1-30.
Equal pay for comparable work, 2-25.

PAY RATES--BIBLIOGRAPHY
Comparable worth--a socioeconomic issue for the eighties, 1-35.
Equal pay for work of comparable worth, 6-19.

PAY RATES--CASE STUDIES
Comparable worth controversy, 3-31.

PAY RATES--CASES
Comparable worth issue, 1-17.
Equal pay, equal work, and the United States Supreme Court, 1-25.
Sex discrimination in employment and possible liabilities of labor unions: implications of County of Washington v. Gunther, 3-70.
Sex-based wage discrimination claims after County of Washington v. Gunther, 4-24.
Comparable worth: a legal overview, 6-26.
New Supreme Court Title VII pay equity decision; County of Washington v. Gunther, 7-24.
Pay equity action strategies and case summaries, 7-25.
Achieving equal pay for comparable worth through arbitration, 12-16.

PAY RATES--RESEARCH
Unionization and income inequality, 1-29.
Wage differences between male and female MBAs, 7-22.
Union-nonunion wage differentials: a replication and extension, 8-26.
Labor force participation, work experience, and the pay gap between men and women, 10-43.

PAY RATES--STATISTICS
Pay equity action strategies and case summaries, 7-25.

PAY RATES--TERMINOLOGY
Comparable worth definitions, 7-30.

PAY RESEARCH
Unionization and income inequality, 1-29.
*Wage determination in the Federal government: the role of constituents and bureaucrats, 2-18.
Ranking occupations as risky income prospects, 3-24.
Relationship between self-rated performance and pay satisfaction among sales representatives, 7-28.
Contingent-noncontingent compensation controversy: an attempt at a resolution, 8-31.
Importance of pay: an empirical test of Lawler's model, 9-24.
Employee reactions to continuous and variable ratio reinforcement schedules involving a monetary incentive, 10-45.

PAY--STATISTICS
*Occupations of Federal white-collar workers, October 31, 1980, 2-10.
*Pay structure of the Federal civil service, March 31, 1980, 3-40.
Earnings differences and trends, 6-18.
*Federal personnel guide, 1982, 7-10.
*Current salary schedules of Federal officers and employees together with a history of salary and retirement annuity adjustments, 7-39.
*Supplement to employment and earnings, states and areas, data for 1977-80, 8-27.
*Pay structure of the Federal civil service, March 31, 1981, 8-30.

PAY SURVEY METHODS--EVALUATION
Additional improvements needed in the National Survey of Professional, Administrative, Technical, and Clerical Pay, 9-29.
*Analysis of Federal pay, 10-44.

PAY SURVEYS
Administrative salaries continue to climb, 1-78.
Ranking occupations as risky income prospects, 3-24.

*Pay structure of the Federal civil service, March 31, 1980, 3-40.
Fifth annual Hay report on executive compensation, 3-85.
How managers rated in 1981, 4-67.
Fat pay in lean times, 6-73.
No sign of recession in pay at the top, 6-75.
CPC salary survey; a study of 1981-82 beginning offers, 7-18.
Personnel and industrial relations report, part 1: personnel salaries, 7-27.
Salaries of municipal officials for 1982, 7-86.
1981-1982 salary budget survey, 8-21.
*Professional engineer income and salary survey, 1982, 8-25.
*Pay structure of the Federal civil service, March 31, 1981, 8-30.
Survey emphasizes the importance of WP supervisors, 9-40.
Executive compensation, '81: an RIA survey, 9-61.
*Salaries 1982, 10-47.
ASPA/Hansen salary survey of Personnel and Industrial Relations (PAIR) positions, 11-19.
World paychecks; who makes what, where, and why, 11-20.
*Paying for performance and position: dilemmas in salary compression and merit pay, 12-11.

PAY TABLES
*Salary table no. 67, executive branch of the government, 1-32.
Federal employees almanac, 1982. 3-11.
*Pay rates of the general schedule, 1972-1981, 3-39.
*Federal personnel guide, 1982, 7-10.
*Federal government entrance salaries, 7-42.

PAY--THEORY
Importance of pay: an empirical test of Lawler's model, 9-24.

PEER RATINGS--RESEARCH
Social interaction, observation, and stereotypes as determinants of differentiation in peer ratings, 7-89.

PENNSYLVANIA--CIVIL SERVICE
Does tradition affect affirmative action results? how Pennsylvania achieved changes at the middle management level, 11-91.

PENSION FINANCING
*Civil service retirement system; history, provisions, and financing, 1-179.
Reforming retirement policies; a statement by the Research and Policy Committee of the Committee for Economic Development, 3-191.
*Restructuring the civil service retirement system: analysis of options to control costs and maintain retirement income security, 3-194.
*Railroad retirement system: benefits and financing, 4-192.
*Ruddock on retirement: the next crisis, 9-158.
*Pension "crisis," 11-135.

PENSION FINANCING--COMPARATIVE STUDIES
Benefits and costs of continuing pension accruals past normal retirement age, 11-138.

PENSION FINANCING--STATISTICS
Finances of employee-retirement systems of state and local governments in 1980-81, 8-172.

PENSION FUNDS
Pension funds & economic renewal, 4-190.
*Railroad retirement system: benefits and financing, 4-192.

PENSION FUNDS--CONFERENCES
Social security and pension systems, 7-201.
Making the most of change, 12-76.

PENSION PORTABILITY
Pension losses of contractor employees at Federal installations can be reduced, 6-199.

PENSION PORTABILITY--RESEARCH
Study and analysis of portability and reciprocity in single employer pension plans, 2-184.

PENSIONS
Survey of state retirement systems, 1-177.
Growing challenges of providing pensions to state and local civil servants in an aging society, 3-193.
*Pension facts, 4-188.
Employer attitudes toward employee benefits in the 1980's, 5-22.
Employee benefit planning, 7-31.
*Tilting at windfalls, 9-156.

PENSIONS--ADMINISTRATION
Administration of public pensions plans at the state and local level, 7-203.
Can public pension plans survive under PERISA? 10-182.
*Back to basics and looking forward: a personnel management perspective, 11-114.
California public employee retirement, 11-141.

PENSIONS--BIBLIOGRAPHY
Pension law reference and research tools, 6-198.
Administration of public pensions plans at the state and local level, 7-203.

- PENSIONS--COMPARATIVE STUDIES
  - California public employee retirement, 11-141.
- PENSIONS--LAW AND LEGISLATION
  - New beginning on the horizon for pensions, 8-171.
  - Can public pension plans survive under PERISA? 10-182.
- PENSIONS--STATISTICS
  - *Pension facts, 4-188.
- PERCEPTION--RESEARCH
  - Task perceptions and job satisfaction: a question of causality, 7-123.
- PERFORMANCE
  - Question of performance, 11-156.
  - Human performance and productivity: human capability assessment, 12-129.
  - Human performance and productivity: stress and performance effectiveness, 12-131.
- PERFORMANCE-BASED PAY
  - Maintaining merit compensation in a high inflation economy, 4-28.
  - Compensation and benefits: today's dilemma in motivation, 6-15.
  - *Merit pay attitudes signal need for management involvement, 6-28.
  - Merit pay; fitting the pieces together, 8-24.
  - Merit pay in the university environment, 9-23.
  - *Symposium on civil service reform, 10-25.
  - *CSRA performance appraisals and merit pay: growing uncertainty in the Federal work force, 10-145.
  - Focusing company reward systems to help achive business objectives, 12-49.
- PERFORMANCE-BASED PAY--ADMINISTRATION
  - *Another view of the merit pay system, 1-24.
  - *Merit pay systems design, 2-24.
  - Merit pay; fitting the pieces together, 8-24.
- PERFORMANCE-BASED PAY--ADMINISTRATION--EVALUATION
  - *Merit pay--potentials and pitfalls; SBA's experience, 1-28.
  - *Problems with the Small Business Administration's merit appraisal and compensation system, 2-21.
  - *Serious problems need to be corrected before Federal merit pay goes into effect, 2-22.
  - *Bonus boards appraised, 3-88.
  - *For merit pay pool managers...merit pay in 1980: lessons learned, 8-29.
  - *Organizational assessments of the effects of civil service reform, 10-27.
  - *Organizational assessments of the effects of civil service reform, 10-29.
- PERFORMANCE-BASED PAY--CASE STUDIES
  - *Merit pay--potentials and pitfalls; SBA's experience, 1-28.
- PERFORMANCE-BASED PAY--EVALUATION
  - *Another view of the merit pay system, 1-24.
  - *Actions needed to enhance the credibility of Senior Executive Service performance award programs, 2-73.
  - *Merit pay: theory, problems and opinions, 5-20.
  - Merit pay, 5-25.
  - Are merit increases really effective? 6-34.
- PERFORMANCE-BASED PAY--RESEARCH
  - Contingent-noncontingent compensation controversy: an attempt at a resolution, 8-31.
  - Productivity and pay: a survey of workers' perceptions, 12-10.
- PERFORMANCE-BASED TRAINING
  - Job competencies: can they help you design better training? 6-218.
- PERFORMANCE-BASED TRAINING--CASE STUDIES
  - Why Goodyear makes performance the key to technical training, 4-224.
- PERFORMANCE-BASED TRAINING--METHODS
  - Handbook for developing competency-based training programs, 9-182.
- PERFORMANCE ERRORS--RESEARCH
  - Prevention and remediation of human input errors in ADP operations, 8-39.
- PERFORMANCE EVALUATION
  - Performance appraisal on the line, 1-143.
  - *Performance appraisal and the Civil Service Reform Act, 1-144.
  - Using appraisals to set objectives, 1-145.
  - Evaluating the superior employee, 2-150.
  - Legal ramifications of appraisal systems, 3-163.
  - Performance appraisals and performance standards, 4-150.
  - Performance appraisal: a guide to greater productivity, 4-154.
  - Point, counterpoint, 4-155.
  - Preliminary steps to performance appraisal, 4-165.
  - Evaluating the older worker, 5-127.
  - *General performance appraisal system: supervisor's guide, 6-153.
  - Why is effective employee evaluation critical? 6-154.
  - Why we should abolish performance appraisal, 6-155.
  - Benefits of leveling with employees: ROLM's experience, 8-20.
  - Preparing employees: the missing link in performance appraisal training, 8-146.
  - Utility concepts in performance measurement, 8-147.

Potential for performance-based benefit plans, 10-35.
The other face of performance appraisal, 10-143.
How to prepare for your performance review, 12-111.
Another look at performance appraisal in libraries, 12-112.
Using performance apppraisals to enhance training programs, 12-179.

PERFORMANCE EVALUATION--ADMINISTRATION
Performance appraisal: the system is not the solution, 1-142.
Performance appraisal on the line, 1-143.
*Report on the organizational assessments of the effects of civil service reform through November 15, 1980, 2-13.
*Problems with the Small Business Administration's merit appraisal and compensation system, 2-21.
Systematic approach to performance appraisal, 3-165.
Will your performance appraisal system hold up in court? 4-152.
Performance appraisal sourcebook, 5-140.
*Symposium on civil service reform, Part 1, 7-16.
Performance appraisal advice for the new supervisor, 8-148.
*CSRA performance appraisals and merit pay: growing uncertainty in the Federal work force, 10-145.
*Federal agencies should use good measures of performance to hold managers accountable, 12-115.
Guidelines for effective and defensible performance appraisal systems, 12-117.

PERFORMANCE EVALUATION--ADMINISTRATION--EVALUATION
Assessing performance appraisal, 4-157.
Assessment of faculty performance appraisal, 9-126.
*Implications of the Civil Service Reform Act of 1978 on performance evaluation in Navy field level activity comptroller departments, 10-141.
Employee performance appraisal in American state governments, 11-110.

PERFORMANCE EVALUATION--BIBLIOGRAPHY
Performance appraisal bibliography of recent publications, 1-141.

PERFORMANCE EVALUATION--CASE STUDIES
Developing the high performance edge, 2-149.
Employee ratings: objective or objectionable? 4-153.
Performance appraisal sourcebook, 5-140.
Performance appraisals: much more than a once-a-year task, 11-106.

PERFORMANCE EVALUATION--CASES
Performance appraisal and the Civil Service Reform Act, 1-144.
Legal look at performance appraisal, 3-168.
Performance appraisal: here comes the judge, 4-151.
Will your performance appraisal system hold up in court? 4-152.
Relationship of performance appraisal system characteristics to verdicts in selected employment discrimination cases, 7-170.

PERFORMANCE EVALUATION--CONFERENCES
*Proceedings of the first meeting of the AFHRL Conference on Human Appraisal, San Antonio, 1979, 11-105.

PERFORMANCE EVALUATION--ECONOMIC ASPECTS
Bottom line in performance evaluation, 10-144.

PERFORMANCE EVALUATION--FORMS
Systems analyst performance: criteria and priorities, 4-158.
Development of appraisal system for university staff jobs, 9-127.

PERFORMANCE EVALUATION--GLOSSARIES, VOCABULARIES, ETC.
Effective phrases for performance appraisals, 5-139.

PERFORMANCE EVALUATION--HISTORY
Performance appraisal on the line, 1-143.

PERFORMANCE EVALUATION--LAW AND LEGISLATION
Legal look at performance appraisal, 3-168.

PERFORMANCE EVALUATION--METHODS
Differential effects of supervisor verbal feedback and feedback plus approval on institutional staff performance, 2-147.
Developing the high performance edge, 2-149.
In praise of appraisal, 2-154.
Performance appraisal: here comes the judge, 4-151.
Performance appraisal: a guide to greater productivity, 4-154.
Performance appraisal sourcebook, 5-140.
Stepping up to supervision: conducting performance reviews, 6-151.
Experiential learning can improve the performance appraisal process, 10-142.
Performance appraisals: much more than a once-a-year task, 11-106.
Behavioral observation scales and the evaluation of performance appraisal effectiveness, 11-107.

PERFORMANCE EVALUATION--METHODS--ADMINISTRATION
Development of appraisal system for university staff jobs, 9-127.

PERFORMANCE EVALUATION--METHODS--CASE STUDIES
Development of a behaviorally based performance appraisal system, 5-141.
PERFORMANCE EVALUATION--METHODS--RESEARCH
Goal setting and performance evaluation: an attributional analysis, 2-148.
Organization and rater differences in performance appraisals, 11-111.
Prediction of job performance: review of military studies, 12-116.
PERFORMANCE EVALUATION--RESEARCH
Supervisor and subordinate reactions to performance appraisal sessions, 2-151.
Comparison of holistic and decomposed judgment strategies in a performance rating simulation, 3-166.
Effects of outcome knowledge and content on supervisors' judgments, 3-167.
Impact of personal influence, self-esteem and locus of control on satisfaction with performance appraisal systems, 5-136.
Effects of training and rating scales on rating errors, 5-137.
Effects of the social context on performance evaluations, 5-138.
Cognitive complexity and appraisal effectiveness, 7-169.
Halo error in performance ratings, 7-171.
Effects of job experience on supervisor attributions for a subordinate's poor performance, 7-172.
Relationship between observational accuracy and accuracy in evaluating performance, 7-173.
*Implications of the Civil Service Reform Act of 1978 on performance evaluation in Navy field level activity comptroller departments, 10-141.
Experiential learning can improve the performance appraisal process, 10-142.
Sex effects on performance ratings in manager-subordinate dyads: a field study, 10-147.
Behavioral observation scales and the evaluation of performance appraisal effectiveness, 11-107.
Effects of participation and goal difficulty on performance, 11-109.
Subordinates' reactions to performance appraisal interviews, 12-57.
Effectiveness of performance feedback from behaviorally anchored rating scales, 12-113.
Do behavioral observation scales measure observation? 12-114.
PERFORMANCE EVALUATION--TEXTBOOKS
Personnel and organizational psychology, 8-157.
PERFORMANCE--RESEARCH
Perceived task characteristics and employee performance: a literature review, 1-106.
Job change: a naturally occurring field experiment, 2-175.
Effects of MBO on performance and satisfaction in a public sector organization, 4-132.
Effects of temperature, clothing, and task complexity on task performance and satisfaction, 4-237.
Individual differences in boredom proneness and task effectiveness at work, 5-213.
Role of performance antecedents and consequences in work motivation, 7-156.
Goal levels and task performance, 7-183.
Effects of schedule changes on human performance, 7-187.
Impact of personal control on performance: is added control always beneficial? 10-211.
Missing opportunity in organizational research: some implications for a theory of work performance, 11-122.
Stress and performance: effects of subjective work load and time urgency, 11-124.
Influence of achievement need on goal setting, performance, and feedback effectiveness, 12-99.
On sustaining procedural skills over a prolonged retention interval, 12-171.
PERSONAL DEVELOPMENT
Taking charge of your career, 4-11.
Personal styles and effective performance, 4-98.
Targets: how to set goals for yourself and reach them, 4-136.
Managerial dilemmas and executive growth, 5-62.
Career power! a manual for personal career advancement, 5-96.
Training your creative mind, 12-18.
Making experience pay: management success through effective learning, 12-58.
PERSONAL DEVELOPMENT--METHODS
Mind uncaged: hypnosis and the manager, 8-71.
PERSONAL DEVELOPMENT--RESEARCH
Effects of life and job stress on information search behaviors of organizational members, 4-48.
PERSONAL VALUES--RESEARCH
Achievement orientation, attainment values, and women's employment, 4-229.

PERSONALITY
Professional interviewers' trait inferential structures for diverse occupational codes, 3-156.
Personality and the preference for modes of conflict resolution, 10-97.
Job involvement as obsession-compulsion, 10-213.
PERSONNEL ADMINISTRATION
*Contemporary public administration, 1-147.
Managing personnel and human resources; strategies and programs, 1-148.
Applying a systems approach to personnel activities, 2-155.
Human resource management and the energy crisis: an ostrich posture? 2-156.
Can you bring the necessary HRD innovations to the '80s? 2-158.
Applying a systems approach to personnel activities, 3-169.
Toward a better system of human resource planning, 3-228.
Office of 1990: human resources, 4-163.
Making organizations humane and productive, 4-164.
Personnel management in remote, isolated, and confined areas 1964-September 1981; a bibliography with abstracts, 4-165.
Shirt-sleeves management, 4-198.
House at work, 5-144.
Contemporary personnel psychology, 5-145.
*What ever happened to the Federal personnel system? 5-146.
Making it in Japan, 5-147.
Building blocks of human resource management, 5-148.
Coordination of personnel policies and administration in the United Nations system, 6-13.
Management and industrial structure in Japan, 6-132.
People management in the 80's, 6-158.
Strategic human resources management, 6-163.
*Government management finally being brought to heel, 7-12.
Continuing personnel challenge; roundtable report, 7-174.
Predictions for personnel and industrial relations in 1985, 7-176.
Changes and trends in public administration and finance for development, 7-178.
Priority areas for action in public administration and finance in the 1980s, 7-179.
Personnel administration in libraries, 8-155.
*Personnel administration—a viable function in government? 9-18.
Up is not the only way: a guide for career development practitioners, 9-35.
Motivation methods that work, 9-116.
*Position paper on the human problems in the Federal bureaucracy, 9-130.
Applying a systems approach to personnel activities. Part 3, 9-132.
Management forecast and checklist for 1982, 9-144.
Strategic planning and human resource management, 10-148.
Strategic business planning and human resources: part 1, 10-150.
Human resources management in the future; report, 10-153.
*Back to basics and looking forward: a personnel management perspective, 11-114.
Human resources management, part 1: charting a new course in a new organization, a new society, 12-119.
PERSONNEL ADMINISTRATION--ADDRESSES, ESSAYS, LECTURES
Career issues in human resource management, 1-146.
Applied readings in personnel and human resource management, 5-142.
Strategies for library administration, 7-152.
PERSONNEL ADMINISTRATION--BIBLIOGRAPHY
Management information: where to find it, 1-121.
PERSONNEL ADMINISTRATION--CASE STUDIES
*Integrated approach to human resource management, 1-149.
Human relations; a job oriented approach, 3-106.
*Public personnel and administrative behavior, 6-156.
Personnel management: a human resources approach, 6-162.
Personnel management: modern concepts & techniques, 7-175.
Cases and policies in personnel/human resources management, 8-152.
Modern personnel management, 9-129.
Human resources management; text and cases, 11-112.
Personnel management process; cases in human resources administration, 11-113.
Politics of urban personnel policy; reformers, politicians, and bureaucrats, 12-4.
PERSONNEL ADMINISTRATION--CASES
Symposium on public personnel administration and the law, 2-157.

PERSONNEL ADMINISTRATION--CONFERENCES
- Virginia Tech Symposium on Applied Behavioral Science, 7-180.

PERSONNEL ADMINISTRATION--EVALUATION
- Human resource development standard; a self-evaluation manual for HRD managers and specialists, 1-152.
- Role of human resources in strategic planning, 3-171.
- *Civilian personnel management annual evaluation, 4-166.
- *Breaking trust: prohibited personnel practices in the Federal service, 5-14.
- Human resource audit: an instrument for change, 6-160.
- Empirical investigation of municipal personnel practices in Mississippi, 8-150.
- *Preliminary position paper on Federal personnel management reconsidered, 9-131.
- Emerging field of human resources management, 9-133.
- Review of the Philadelphia civil service system, 10-21.
- *Delegated personnel management authorities: better monitoring and oversight needed, 11-115.

PERSONNEL ADMINISTRATION--HANDBOOKS, MANUALS, ETC.
- BBP personnel policy manual, 4-159.
- Human resources management, 4-160.
- Developing a policy manual, 7-177.

PERSONNEL ADMINISTRATION--HISTORY
- *Preliminary position paper on Federal personnel management reconsidered, 9-131.

PERSONNEL ADMINISTRATION--INFORMATION SERVICES
- Information sources and services in personnel assessment, 8-153.
- Program of personnel information and dissemination for state personnel executives, 10-149.

PERSONNEL ADMINISTRATION--INFORMATION SOURCES
- Information sources and services in personnel assessement, 8-153.
- Program of personnel information and dissemination for state personnel executives, 10-149.

PERSONNEL ADMINISTRATION--LAW AND LEGISLATION
- Selecting employees safely under the law, 1-5.
- *Symposium on public personnel administration and the law, 2-157.
- Just the beginning...personnel systems improvement in states and local government, 4-17.

PERSONNEL ADMINISTRATION--METHODS
- Art of managing people, 4-161.

PERSONNEL ADMINISTRATION--PLANNING
- Human resource planning, 1-150.

PERSONNEL ADMINISTRATION--PROBLEMS, EXERCISES, ETC.
- Personnel management in action; skill building experiences, 3-170.
- Personnel administration: an experiential skill-building approach, 6-157.

PERSONNEL ADMINISTRATION--PROGRAMMED INSTRUCTION
- Modern personnel management, 9-129.

PERSONNEL ADMINISTRATION--RESEARCH
- *Organizational assessments of the Civil Service Reform Act; review of contract progress and CSRA implementation, report for fiscal year 1980, 2-11.
- *Organizational assessments of the effects of civil service reform; a report for the period December 12, 1979 through September 1, 1980, 2-12.
- *Report on the organizational assessments of the effects of civil service reform through November 15, 1980, 2-13.
- *Personnel management innovation, 10-26.

PERSONNEL ADMINISTRATION--STATISTICS
- *Civilian personnel management annual evaluation, 4-166.

PERSONNEL ADMINISTRATION--STUDY AND TEACHING
- Human resources administration: curriculum for a profession, 9-135.
- Professional development of human resource managers, 10-154.

PERSONNEL ADMINISTRATION--TEXTBOOKS
- Human resources management: an information systems approach, 5-143.
- Personnel and human resource management, 6-159.
- Personnel management: a human resources approach, 6-162.
- Personnel management: modern concepts & techniques, 7-175.
- Personnel management process; human resources administration and development, 8-68.
- Personnel management; a human resource system approach, 8-149.
- Psychology in industrial organizations, 8-154.
- Personnel and organizatonal psychology, 8-157.
- Understanting personnel management, 9-134.
- Applied psychology in personnel management, 12-118.

PERSONNEL DEPARTMENTS
- Human resource planning: a second look, 1-150.

Employee relocation: expanded responsibilities for the personnel department, 1-173.
PERSONNEL DEPARTMENTS--ADMINISTRATION
Reorganization of personnel management in the city of San Antonio, 9-136.
Human resource management has come of age, 12-120.
PERSONNEL DEPARTMENTS--AUTOMATION
Personnel office of the future is available today, 4-167.
PERSONNEL DEPARTMENTS--CASE STUDIES
Reorganization of personnel management in the city of San Antonio, 9-136.
PERSONNEL DEPARTMENTS--COSTS
Personnel and industrial relations report, part 2: budgets and staffing, 10-151.
PERSONNEL DIRECTORS--ATTITUDES
Equal pay for comparable work, 2-25.
Strategic planning and human resources management, 10-148.
*Human resources management in the future; report, 10-153.
*Professional development of human resource managers, 10-154.
PERSONNEL DIRECTORS--CERTIFICATION
Has personnel accreditation benefited the personnel practitioner? 9-63.
PERSONNEL DIRECTORS--CHARACTERISTICS
Fast tracks to success for women in personnel, 8-66.
PERSONNEL DIRECTORS--EVALUATION
Has personnel accreditation benefited the personnel practitioner? 9-63.
PERSONNEL DIRECTORS--PAY
Personnel and industrial relations report, part 1: personnel salaries, 7-27.
ASPA/Hansen salary survey of Personnel and Industrial Relations (PAIR) positions, 11-19.
PERSONNEL DIRECTORS--RESPONSIBILITIES
Predictions for personnel and industrial relations in 1985, 7-176.
PERSONNEL INFORMATION SYSTEMS
Personnel office of the future is available today, 4-167.
Planning and using a total personnel system, 6-161.
Survey of the human resource information systems (HRIS) of major companies, 10-152.
PERSONNEL INFORMATION SYSTEMS--ADMINISTRATION
Survey of the human resource information systems (HRIS) of major companies, 10-152.
Legal ramifications of information privacy, 11-116.
Creating an employee information system, 12-122.
Human resources management system: part 1, 12-123.
PERSONNEL INFORMATION SYSTEMS--TEXTBOOKS
Human resources management: an information systems approach, 5-143.
PERSONNEL OFFICERS--ATTITUDES
Personnel and labor relations master's degrees for the '80s and '90s, 12-121.
PERSONNEL OFFICERS--EDUCATION
Personnel and labor relations master's degrees for the '80s and '90s, 12-121.
PERSONNEL OFFICERS--PAY
Personnel and industrial relations report, part 1: personnel salaries, 7-27.
PERSONNEL OFFICERS--RESPONSIBILITIES
How to get along with a union, 9-100.
Human resource management has come of age, 12-120.
PERSONNEL OFFICERS--RESPONSIBILITIES--CASES
Dealing with the EEO officer who files a discrimination complaint, 9-48.
PERSONNEL OFFICERS--RESPONSIBILITIES--RESEARCH
Tomorrow's personnel executive, 5-67.
PERSONNEL POLICIES
*Public employees and the exchanging of gifts, 5-36.
Dual career couple: a challenge to personnel in the eighties, 7-181.
*Federal employees excluded from certain provisions of the Civil Service Reform Act of 1978, 8-14.
PERSONNEL POLICIES--DECISIONS
Some significant first-year decisions issued by the Merit Systems Protection Board, 8-13.
PERSONNEL RATIOS
Personnel and industrial relations report, part 2: budgets and staffing, 10-151.
PERSONNEL RECORDS
Privacy vs. disclosure: balancing employee and employer rights, 6-164.
*Report on privacy: who is watching you? 8-102.
Privacy protection and personnel administration; implementing corporate privacy protection policies, 10-105.
PERSONNEL RECORDS--ADMINISTRATION
Respecting employee privacy, 2-159.
Legal ramifications of information privacy, 11-116.
PERSONNEL UTILIZATION
*Contracting-out, 8-164.
PERSONNEL UTILIZATION--BIBLIOGRAPHY
Planning for skilled manpower in the 1980's: a selected bibliography, 3-230.
PERSUASION
To trust, perchance to buy, 9-118.

PHILADELPHIA, PA.--CIVIL SERVICE
  Review of the Philadelphia civil service system, 10-21.
PHYSICAL FITNESS
  Workout; a visit to an executive fitness center, 6-77.
  Wellness at work, 7-56.
  Educators stress the importance of exercise, 12-24.
PHYSICAL FITNESS--ADMINISTRATION
  Managing fitness: a guide to shaping up an organization, 6-46.
PHYSICAL FITNESS--CASE STUDIES
  Effect of a 14-week employee fitness program on selected physiological and psychological parameters, 7-60.
PHYSICAL FITNESS--RESEARCH
  Effect of a 14-week employee fitness program on selected physiological and psychological parameters, 7-60.
PHYSICALLY HANDICAPPED
  Interviewing the disabled job applicant, 4-83.
  Taking down the barriers, 8-91.
PHYSICALLY HANDICAPPED--EMPLOYMENT
  Hiring your first handicapped person, 1-94.
  Just where's the barrier? A new look at employer attitudes, 1-97.
  Enabling the disabled, 9-80.
PHYSICALLY HANDICAPPED--REHABILITATION
  Enabling the disabled, 9-80.
PHYSICALLY HANDICAPPED--TRAINING
  Just where's the barrier? A new look at employer attitudes, 1-97.
  Are disabled trainees handicapped by our designs? 8-90.
PHYSICIANS' ASSISTANTS
  DOD and Rand Corporation studies do not provide an adequate basis for deciding on a military physician assistant grade structure, 6-94.
PHYSICIANS--RESPONSIBILITIES
  Physician as a manager, 4-87.
PHYSICISTS--EMPLOYMENT
  Society membership 1980 profile: stability and change, 1-186.
  Graduate student survey, 11-143.
PHYSICISTS--PAY
  Society membership 1980 profile: stability and change, 1-186.
PHYSICISTS--STATISTICS
  *Survey of physics and astronomy bachelor's degree recipients, 1980-81, 6-200.

PLACEMENT--RESEARCH
  Sex discrimination against women in initial placement decisions: a laboratory investigation, 2-4.
PLANNING
  Planning--I haven't got time! 10-78.
PLANNING--METHODOLOGY
  Planning and design approach, 5-116.
PLANNING--METHODS
  Stepping up to supervision: planning for success, 1-190.
POLICE
  EEO in public safety agencies, 12-35.
POLICE ADMINISTRATION--BIBLIOGRAPHY
  Police officer job performance, evaluation, and selection: a bibliography, 8-156.
POLICE--ATTITUDES
  Stress in the police service, 3-58.
  Police perceptions and job satisfaction, 9-95.
POLICE--ATTITUDES--RESEARCH
  Police perceptions and job satisfaction, 4-108.
POLICE--COLLECTIVE BARGAINING--LAW AND LEGISLATION
  Arbitration and police bargaining: prescriptions for the blue flu, 8-109.
POLICE--PAY--STATISTICS
  Report of salaries for police personnel in New York State, 1981, 6-25.
  First 1982 report covering police personnel salaries in New York State, 9-27.
POLICE--PERSONNEL POLICIES--BIBLIOGRAPHY
  Police officer job performance, evaluation, and selection: a bibliography, 8-156.
POLICE--RECRUITMENT--CASE STUDIES
  Minority recruitment, 6-5.
POLICE--SUPERVISION
  Leader behavior in a police organization revisited, 2-104.
POLICE--TESTS
  New York State Trooper Job Element Examination, 4-201.
POLICY FORMULATION
  *Bureaucracy and policy implementation, 8-165.
POLICY FORMULATION--RESEARCH
  *Interorganizational policy systems and research on public organizations, 4-179.
POLITICAL ACTIVITY
  *Hatch Act and the American bureaucracy, 6-167.
POLITICAL ACTIVITY--CASES
  *Free speech in the public sector, 12-20.
POLITICAL ACTIVITY--LAW AND LEGISLATION
  *Political activities and the Federal worker, 11-117.
POLITICAL ETHICS
  Ethics for the unelected, 10-64.
POLITICAL ETHICS--ADDRESSES, ESSAYS, LECTURES
  Public duties: the moral obligations of government officials, 3-75.
POLITICAL ETHICS--LAW AND LEGISLATION
  *Reforming the special prosecutor process, 5-52.
POLITICAL EXECUTIVES
  *Combination career: business and government, 3-77.
  *They put their trust in blind trusts, 6-62.
  *Why not the best? 7-94.
  *For patronage and payoffs, 9-14.
  *Travel by certain noncareer government officials, 9-62.
  *The day they stop returning your calls, 10-67.
POLITICAL EXECUTIVES--BIBLIOGRAPHY
  *Public executives' teams: presidential appointments; a selected bibliography, 3-79.
POLITICAL EXECUTIVES--CHARACTERISTICS
  *Ethical conduct and behavior of public executives compared to that of corporate executives, 5-53.
  *Federal management: pathological problems and simple cures, 7-15.
POLITICAL EXECUTIVES--CHARACTERISTICS--COMPARATIVE STUDIES
  Bureaucrats and politicians in western democracies, 8-63.
POLITICAL EXECUTIVES--DIRECTORIES
  *Braddock's Federal-state-local directory, 1981-82, 2-53.
POLITICAL EXECUTIVES--PORTRAITS, CARICATURES, ETC.
  *Executive bio-pictorial directory, 2-55.
POLITICAL EXECUTIVES--RESPONSIBILITIES
  *Executive agency lobbyists mastering the difficult art of 'Congressional liaison,' 1-86.
  Public administrator and public interest, 4-74.
POLITICAL EXECUTIVES--SELECTION
  *The Ethics in Government Act, conflict of interest laws and presidential recruiting, 2-51.
POLITICAL SCIENTISTS--EMPLOYMENT
  Slow graying of our professoriate, 4-174.
POLITICS AND GOVERNMENT
  *Decline and resurgence of Congress, 1-166.
  *Dismantling the pyramid: government by the people, 6-10.
  Bureaucratic democracy; the search for democracy and efficiency in American government, 8-16.
POLITICS AND GOVERNMENT--ADDRESSES, ESSAYS, LECTURES
  The new Congress, 1-164.

POSITION CLASSIFICATION
  *FED facts 19 [on] how your GS job is classified, 3-174.
  *FED facts 19 [on] how your GS job is classified and the classification appeals system, 12-125.
POSITION CLASSIFICATION--ADMINISTRATION
  Position accuracy certification, 11-119.
POSITION CLASSIFICATION APPEALS
  *FED facts 19 [on] how your GS job is classified and the classification appeals system, 12-125.
POSITION CLASSIFICATION--CASE STUDIES
  *Speedy-pd-improving classification, 2-160.
POSITION CLASSIFICATION--COMPARATIVE STUDIES
  *Position paper on position classification in the United States civil service, 9-137.
POSITION CLASSIFICATION--DECISIONS
  *Contract negotiation and the classification specialist, 5-150.
POSITION CLASSIFICATION--EVALUATION
  DOD and Rand Corporation studies do not provide an adequate basis for deciding on a military physician assistant grade structure, 6-94.
  *Position paper on position classification in the United States civil service, 9-137.
POSITION CLASSIFICATION--HISTORY
  *Position paper on position classification in the United States civil service, 9-137.
POSITION CLASSIFICATION--METHODS
  Job evaluation; wage and salary administration, 2-101.
  Comparison of global judgment vs. task oriented approaches to job classification, 3-173.
POSITION CLASSIFICATION--RESEARCH
  Philadelphia experience: a critique and analysis of the applicability of the Comprehensive Occupational Data Analysis Programs (CODAP) for civilian personnel management, 5-149.
  Assessment of a mobility-based occupational classification for placement and counseling, 9-138.
  Position classification: a state-of-the-art review and anlysis, 11-118.
POSITION CLASSIFICATION SCHEDULES--CASE STUDIES
  Job evaluation and pay plan for the St. Louis Public Library, 10-156.
POSITION MANAGEMENT
  *Playing the numbers on Federal employees, 1-154.
  *Management and central controls reconsidered, 3-143.
  Japanese civil service, 10-30.
POSITION MANAGEMENT--ADMINISTRATION--EVALUATION
  *Federal position control programs in an era of cutback management, 11-120.
POSITION MANAGEMENT--EVALUATION
  *Employment trends and grade controls in the DOD general schedule work force, 3-175.
  *Staffing levels in the Department of Education, 4-168.
  *Savings from 1981 and 1982 personnel ceiling reductions, 5-151.
  *Recent government-wide hiring freezes prove ineffective in managing Federal employment, 6-168.
POSITION MANAGEMENT--LAW AND LEGISLATION
  Pro-con analysis of H.R. 4717, a bill relating to Federal personnel ceilings and contracting activities, 12-126.
POSITION STANDARDS--CASE STUDIES
  Job evaluation and pay plan for the St. Louis Public Library, 10-156.
POWER (SOCIAL SCIENCES)
  Peers and power: a delicate imbalance, 7-84.
  Power in organizations, 8-139.
  Life on the line, 9-86.
PREDICTION OF OCCUPATIONAL SUCCESS
  Validity of behavioral assessment for predicting military recruiter performance, 4-1.
PREDICTION OF OCCUPATIONAL SUCCESS--RESEARCH
  Validity generalization and situational moderation in the life insurance industry, 2-194.
  Prediction of job performance: review of military studies, 12-116.
PREGNANCY
  Pregnancy disability amendment: what the law provides: part 1, 3-34.
  Pregnancy disability amendment: what the law provides, 9-188.
PREJUDICES AND ANTIPATHIES
  Subconscious stereotyping in personnel decisions, 11-45.
PREJUDICES AND ANTIPATHIES--RESEARCH
  Interviewer decisions as a function of applicant race, applicant quality and interviewer prejudice, 5-83.
PREPAID LEGAL SERVICES
  Company-sponsored legal plan: a tax-deductible benefit, 3-22.
PRESIDENTIAL MANAGEMENT INTERN PROGRAM
  Presidential Management Intern Program, 3-111.
  Presidential Management Intern Program; guidance to graduate schools, 3-112.
PRESIDENTS--U.S.
  Decline and resurgence of Congress, 1-166.

PRESIDENTS--U.S.--ADDRESSES, ESSAYS, LECTURES
  The new Congress, 1-164.
PREVAILING RATE
  *Annual report of the U.S. Federal Prevailing Rate Advisory Committee, 1981, 11-23.
PREVENTIVE HEALTH SERVICES
  Beyond expectancy theory: an integrative motivational model from health care, 6-139.
  What business can do to cut healthcare costs, 9-43.
  Wellness at work; a report on health and fitness programs for employees of business and industry, 10-57.
PREVENTIVE HEALTH SERVICES--CASE STUDIES
  Occupational health service, 6-51.
PREVENTIVE HEALTH SERVICES--EVALUATION
  Effectiveness of employee health improvement programs, 12-29.
PROBLEM EMPLOYEES
  Coaching the troubled employee, 2-193.
  Problem employees; how to improve their performance, 3-203.
  *Counseling in a government agency, 4-32.
  Misfit as a personnel problem, 5-195.
  Supervisor as counselor--how to help the distressed employee, 5-196.
  Supervisor's guide to documentation and file building for employee discipline, 7-50.
  *Coping with the employee turned institution, 11-146.
  Managing the problem employee, 11-147.
  Hints on managing the difficult employee, 12-156.
PROBLEM SOLVING
  New approach to problem solving, 2-64.
  Planning and design approach, 5-116.
  Kilmann and Herden model of organizational effectiveness criteria for small business managers, 7-78.
  30 most common problems in management and how to solve them, 8-121.
  Problem solving, 9-109.
  Problem finding and solving, 11-30.
  Proactive manager; the complete book of problem solving and decision making, 11-87.
PROBLEM SOLVING--CASE STUDIES
  Action-research program for increasing employee involvement in problem solving, 11-104.
PROBLEM SOLVING--GROUP METHOD
  Diagnosing readiness, 2-143.
  Verteam circle, 2-144.
  LMPTs: new hope for steel? 4-149.
  Small group problem solving, 5-74.
  Forging the workteam: beyond quality circles, 7-100.
  Nominal group technique: applications for training needs assessment, 9-180.
  Creativity in small groups, 10-90.
  Schematic information processing and perceptions of leadership in problem-solving groups, 10-118.
PROBLEM SOLVING--GROUP METHOD--CASE STUDIES
  Meeting the Japanese challenge to American industry; a participative management program (PMP), 7-168.
PROBLEM SOLVING--GROUP METHOD--EVALUATION
  Measuring organizational impact of quality circles, 2-145.
PROBLEM SOLVING--GROUP METHOD--METHODS
  Framegame approach to problem-solving, 9-79.
PROBLEM SOLVING--METHODS
  Problem solving, 9-109.
  Problem finding and problem solving, 10-125.
PROBLEM SOLVING--RESEARCH
  Individual versus group problem solving: an empirical test of a best-member strategy, 7-102.
PRODUCTION STANDARDS
  *Social Security Administration policies for managing its administrative law judges, 4-57.
PRODUCTIVITY
  Productivity in the United States; trends and cycles, 1-159.
  New in Japan: the manless factory, 1-160.
  Employer attitudes toward compensation and employee productivity, 5-21.
  Improvements in productivity through human resource development, 6-170.
  When family stress affects worker productivity, 8-176.
  Decline of American productivity: if Japan can, why can't we? 10-159.
  Incline of quality, 10-162.
  Productivity--toward a contemporary definition, 10-166.
  Human performance and productivity: human capability assessment, 12-129.
  Human performance and productivity: stress and performance effectiveness, 12-131.
  Looking beyond individual productivity, 12-134.
PRODUCTIVITY--ABSTRACTS
  White-collar productivity, 6-174.
PRODUCTIVITY--ADDRESSES, ESSAYS, LECTURES
  Fuller employment with less inflation, 1-162.

PRODUCTIVITY--COMPARATIVE STUDIES
Employees identify with company; participate in decision making, 2-168.
PRODUCTIVITY--CONFERENCES
Decline in productivity growth, 1-157.
PRODUCTIVITY--DIRECTORIES
Final report for July 1, 1980-September 30, 1980 of the National Clearinghouse for Public Productivity, 10-165.
PRODUCTIVITY IMPROVEMENT
Productivity programs: nurturing the climate for creativity and innovation, 1-155.
Individual motivation; the bridge between solitude and society, 1-158.
*Public technology; key to improved government productivity, 1-161.
Motion and time study; design and measure of work, 2-162.
How to close the gap in human performance, 2-163.
Changing our ways, 2-165.
Intel conquers the "administrative marshmallow," 2-166.
Solutions to the productivity problem, 2-169.
Financial management to improve productivity, 3-176.
Organizational structure: the source of low productivity, 3-177.
Making organizations humane and productive, 4-164.
'Energize' your staff to improve productivity, 4-169.
Management attitudes toward productivity, 4-170.
Productivity/QWL, 4-173.
Improvement of quality and productivity through action by management, 5-154.
Enhancing productivity through feedback and goal setting, 5-155.
Public sector productivity in an era of retrenchment, 5-156.
Productivity/QWL 3, 5-157.
Patton's complete guide to productivity improvement, 5-158.
Productivity in human service organization, 5-159.
Quality circles: productivity improvement processes, 5-160.
Key elements of productivity improvement programs, 5-161.
Problems of productivity, 5-162.
Planning for tomorrow: increased productivity through education and training, 5-204.
Productivity and the quality of work life, 5-215.
Productivity pay, 6-29.
Managing for greater productivity, 7-184.
Introduction to a new way of thinking, 7-185.
New office concept geared to people and productivity, 7-186.
How auto workers look at productivity measures: lessons from overseas, 7-188.
*Elusive bottom line: productivity in the Federal workforce, 8-62.
Engineering: next in line for productivity push? 8-174.
High performance patterns: improving employee effectiveness, 9-140.
Role of personnel in improving productivity, 9-141.
Quality of work life, 9-193.
*Effect of status conflicts on productivity and communication in public organization, 10-99.
*Conversation with Oscar A. Ornati, 10-158.
Awkward truth about productivity, 10-161.
Increasing productivity in the law office, 10-163.
Study of 'Toyota' production system from industrial engineering viewpoint, 10-167.
Office technology, paperwork, and productivity, 10-168.
Personnel, politics and productivity 11-108.
Productivity prescription; the manager's guide to improving productivity and profits, 11-121.
Out of the productivity box, 11-125.
Assessing the productivity of a state mental health service system, 12-127.
Value of measuring and improving performance, 12-128.
Human performance and productivity: information processing and decision making, 12-130.
Who needs the office of the future? 12-133.
PRODUCTIVITY IMPROVEMENT--ABSTRACTS
White-collar productivity, 6-174.
PRODUCTIVITY IMPROVEMENT--ADMINISTRATION
Organizing for productivity management, 7-96.
PRODUCTIVITY IMPROVEMENT--CASE STUDIES
Public sector productivity: a focus on Phoenix, 10-157.
Systems approach to productivity, 10-164.
Productivity prescription; the manager's guide to improving productivity and profits, 11-121.
Question of performance, 11-156.
PRODUCTIVITY IMPROVEMENT--COMPARATIVE STUDIES
What we can learn from the Japanese about QCs, 9-142.

PRODUCTIVITY IMPROVEMENT--CONFERENCES
- Decline in productivity growth, 1-157.
- Improving governmental services through performance measures, 12-132.

PRODUCTIVITY IMPROVEMENT--METHODS
- Productivity, people, & profits, 2-170.
- "U.S. production: an affective approach to worker motivation," 3-152.
- Productivity/QWL, 4-173.
- *We saved 191 hours and $2,489.28, 6-171.
- Meeting the Japanese challenge to American industry; a participative management program (PMP), 7-168.
- Hidden productivity improvement weapon for manufacturing management, 9-139.
- Systems approach to productivity, 10-164.
- Build a performance system--not a training system! 11-168.

PRODUCTIVITY IMPROVEMENT--RESEARCH
- Effects of attendance-contingent feedback and praise on attendance and work efficiency, 8-3.
- Assessment of local government management motivational programs; performance targeting with and without monetary incentives, 8-125.
- Effects of leader-member exchange and job design on productivity and satisfaction: testing a dual attachment model, 8-159.
- Productivity and pay: a survey of workers' perceptions, 12-10.

PRODUCTIVITY IMPROVEMENT--THEORY
- Hawthorne defect: persistence of a flawed theory, 3-154.

PRODUCTIVITY--INFORMATION SERVICES
- Final report for July 1, 1980-September 30, 1980 of the National Clearinghouse for Public Productivity, 10-165.

PRODUCTIVITY MEASUREMENT
- Productivity in the United States; trends and cycles, 1-159.
- Productivity measurement and the bottom line, 5-163.
- Productivity/QWL 4, 6-175.
- Let quality count in productivity measurement, 8-160.
- Laboratory productivity; assessing productivity in the laboratory, 10-160.
- Productivity prescription; the manager's guide to improving productivity and profits, 11-121.
- Out of the productivity box, 11-125.
- Assessing the productivity of a state mental health service system, 12-127.
- Value of measuring and improving performance, 12-128.
- Human performance and productivity: human capability assessment, 12-129.

PRODUCTIVITY MEASUREMENT--ABSTRACTS
- White-collar productivity, 6-174.

PRODUCTIVITY MEASUREMENT--CONFERENCES
- Improving governmental services through performance measures, 12-132.

PRODUCTIVITY MEASUREMENT--METHODS
- Output mapping: a new technique for measuring productivity, 6-172.

PRODUCTIVITY--RESEARCH
- Productivity in the United States; trends and cycles, 1-159.
- Frustration in the workplace; its effect on productivity, 2-171.
- Perceived determinants of high and low productivity in three occupational groups: a critical incident study, 2-172.
- Effects of self-set, participatively set and assigned goals on the performance of government employees, 8-161.
- Missing opportunity in organizational research: some implications for a theory of work performance, 11-122.

PRODUCTIVITY--STATISTICS
- Productivity measures for selected industries, 1954-80, 7-190.

PROFESSIONAL AND ADMINISTRATIVE CAREER EXAMINATION
- *Adverse impact: issues and implications, 3-205.

PROFESSIONAL AND ADMINISTRATIVE CAREER EXAMINATION--ADMINISTRATION--EVALUATION
- *EEOC bureaucrats foster a 'new racism' in U.S., 10-191.

PROFESSIONAL AND ADMINISTRATIVE CAREER EXAMINATION--CASES
- *Controversy over PACE: an examination of the evidence and implications of the Luevano consent decree for employment testing, 11-150.

PROFESSIONAL EDUCATION--RESEARCH
- New directions in continuing education: changing roles of universities, industry and government; report on a study of comparative perspectives of decision makers and R&D personnel, 3-94.

PROFESSIONAL EMPLOYEES
- Job change: a naturally occurring field experiment, 2-175.
- Relationships among self-supervision, structure, and technology in professional service organizations, 7-192.

PROFESSIONAL EMPLOYEES--ATTITUDES
- *Organizational involvement and representative bureaucracy, 5-171.

PROFESSIONAL EMPLOYEES--CERTIFICATION
- Occupational licensing: a public perspective, 6-141.

PROFESSIONAL EMPLOYEES--CHARACTERISTICS
Expectancy theory applied to the process of professional obsolescence, 5-165.
PROFESSIONAL EMPLOYEES--CHARACTERISTICS--RESEARCH
Impact of personal influence, self-esteem and locus of control on satisfaction with performance appraisal systems, 5-136.
PROFESSIONAL EMPLOYEES--EMPLOYMENT
*More professionals pound the pavement, 3-180.
Occupational employment in transportation, communications, utilities, and trade, 7-131.
PROFESSIONAL EMPLOYEES--PSYCHOLOGY
Professionals in search of work; coping with the stress of job loss and underemployment, 11-127.
PROFESSIONAL EMPLOYEES--TESTS
Validity of licensure examinations, 10-195.
PROFESSIONAL EMPLOYEES--UNIONS
Unions move into the office, 3-129.
Relationship between faculty unionism and organizational effectiveness, 4-144.
PROFESSIONAL EMPLOYEES--UNIONS--CASES
White-colar and professional unionization, 4-112.
PROFESSIONAL EMPLOYEES--UNIONS--DECISIONS
White collar and professional unionization, 4-112.
PROFESSIONAL ETHICS
Keep the format of the code of professional responsibility, 2-50.
*Problem of professional ethics, 9-52.
Model rules of professional conduct, 10-65.
New model rules of professional conduct: a report to the Bar, 10-66.
Toward a code of ethics for management accountants, 11-51.
Regulating the professions, 12-137.
PROFESSIONS
Professions of public administration, 3-181.
Public administration as profession, 5-169.
PROFESSIONS--COMPARATIVE STUDIES
Maintenance of occupational control: the case of professions, 8-129.
PROFESSIONS--LAW AND LEGISLATION
Regulating the professions: a public-policy symposium, 12-137.
PROFIT-SHARING--ABSTRACTS
Sharing the gains of productivity, 6-35.
PROGRAM EVALUATION
*Three faces of evaluation, 2-136.
Measuring project performance, 4-180.
PROGRAMMERS--EMPLOYMENT
Jobs for programmers begin to disappear, 9-39.
PROGRAMMERS--TRAINING
Jobs for programmers begin to disappear, 9-39.
PROJECT MANAGEMENT
Project manager: technician or administrator, 2-67.
Measuring project performance, 4-180.
Making matrix management work, 5-114.
PROJECT MANAGEMENT--BIBLIOGRAPHY
Introduction to project planning and management of public organizations: selected references, 3-145.
PROMOTION
More workers are refusing promotions, 6-178.
Career motivation in mid-life managers, 11-7.
*Time-in-grade and upward mobility, 11-46.
PROMOTION--ADMINISTRATION--EVALUATION
Capturing rater policies in evaluating candidates for promotion, 2-76.
Nonreferral unions and equal employment opportunities, 6-56.
PROMOTION--PSYCHOLOGICAL ASPECTS
Beyond the Peter Principle--managing successful transitions, 4-176.
PROMOTION--RESEARCH
Management promotions: individual and organizational factors influencing the decision process, 1-163.
Job change: a naturally occurring field experiment, 2-175.
Beyond the Peter Principle--managing successful transitions, 4-176.
*Aeronautical Systems Division's Merit Promotion Appraisal System, 9-143.
PSYCHOLOGISTS
Research productivity and impact of male and female psychologists, 4-232.
PSYCHOLOGISTS--CERTIFICATION
Regulation and control in psychology; implications for certification and licensure, 10-170.
PSYCHOLOGISTS--EMPLOYMENT
Human resources in psychology, 2-174.
Preliminary results of the 1979 Doctorate Employment Survey, 5-166.
PSYCHOLOGISTS--LICENSES
Examination of selected statutory licensing requirements for psychologists in the United States, 4-175.
Regulation and control in psychology; implications for certification and licensure, 10-170.

PSYCHOLOGISTS--PAY
  Preliminary results of the 1979 Doctorate Employment Survey, 5-166.
PSYCHOLOGISTS--STATISTICS
  Human resources in psychology, 2-174.
PSYCHOLOGY, APPLIED
  Getting to yes: negotiating agreement without giving in, 4-96.
PSYCHOLOGY, INDUSTRIAL
  Management of self esteem; how people can feel good about themselves and better about their organizations, 10-92.
  Occupational socialization and psychological development: an underemphasized research perspective in industrial psychology, 11-65.
PSYCHOLOGY, INDUSTRIAL--CONFERENCES
  Virginia Tech Symposium on Applied Behavioral Science, 7-180.
PSYCHOLOGY, INDUSTRIAL--HISTORY
  *Manpower, personnel, and training research and development in the United States Air Force, 1946-1979, 11-154.
PSYCHOLOGY, INDUSTRIAL--TEXTBOOKS
  Psychology in industrial organizations, 8-154.
  Personnel and organizational psychology, 8-157.
  Applied psychology in personnel management, 12-118.
PSYCHOLOGY, PHYSIOLOGICAL--RESEARCH
  Managing organizational stress, 12-30.
PSYCHOLOGY--RESEARCH
  Contemporary personnel psychology, 5-145.
PUBLIC ADMINISTRATION
  *Contemporary public administration, 1-147.
  Profession of public administration, 3-181.
  New public administration, 3-183.
  Measuring project performance, 4-180.
  Public administration as a profession, 5-169.
  Improving public management through capacity-building, 6-180.
  Changes and trends in public administration and finance for development, 7-178.
  Priority areas for action in public administration and finance in the 1980s, 7-179.
  Public administration in America, 7-194.
  Bureaucratic experience, 7-195.
  *Bureaucracy and policy implementation, 8-165.
PUBLIC ADMINISTRATION--ADDRESSES, ESSAYS, LECTURES
  Public administration: history and theory in contemporary perspective, 5-170.
  *Strategies for administrative reform, 10-23.
PUBLIC ADMINISTRATION--BIBLIOGRAPHY
  Selected bibliography of interorganizational relations in the public sector: 1960-1980, 5-174.
PUBLIC ADMINISTRATION--CONFERENCES
  Managing the Reagan revolution, 6-182.
PUBLIC ADMINISTRATION--EVALUATION
  In defense of the public sector, 10-171.
PUBLIC ADMINISTRATION--HISTORY
  Short, ironic history of American national bureaucracy, 11-13.
PUBLIC ADMINISTRATION--RESEARCH
  Public management research directory, 1-165.
  *Facilitating the use of Federally sponsored public management research by state and local government officials, 10-172.
PUBLIC ADMINISTRATION--STUDY AND TEACHING
  Educating the innovative public manager, 2-77.
  Public administration extension activities by American colleges and universities, 4-177.
PUBLIC ADMINISTRATION--STUDY AND TEACHING--EVALUATION
  Reputation and productivity among U.S. public administration and public affairs programs, 2-177.
PUBLIC ADMINISTRATION--THEORY
  Toward a critical theory of public organization, 2-176.
PUBLIC INFORMATION OFFICERS--RESPONSIBILITIES
  *Informing the people; a public affairs handbook, 1-167.
PUBLIC RELATIONS
  Managerial competence: the public affairs aspect, 8-88.
PUBLIC SERVICE EMPLOYMENT
  Effects of eliminating public service employment, 6-185.
PUBLIC SPEAKING
  Speak up with confidence; how to prepare, learn, and deliver effective speeches, 8-78.
PURCHASING, GOVERNMENT
  *Proposal for a uniform Federal procurement system, 1-153.
PURCHASING, GOVERNMENT--ADMINISTRATION
  Procurement fraud: an unused weapon, 8-167.

PURCHASING, GOVERNMENT--ADMINISTRATION--EVALUATION
*Less sole-source, more competition needed on Federal civil agencies' contracting, 7-197.
*Assessment of Federal agency compliance with the Service Contract Act, 11-24.

Q

QUALIFICATION STANDARDS
*Preparing statisticians for careers in the Federal government, 6-176.
QUALITY CIRCLES
Concept for management, 2-141.
Management circles--an idea whose time has come, 2-142.
Diagnosing readiness, 2-143.
Will the slide kill quality circles? 2-146.
Quality circles: a well-rounded approach to employee involvement, 3-161.
Stairway to the stars, 4-147.
Point, counterpoint, 4-155.
Quality circles master guide: increasing productivity with people power, 5-135.
Quality circles: productivity improvement processes, 5-160.
Japanese quality control circles, 6-149.
What makes Japanese products better? 7-165.
From skepticism to support: middle management's role in quality circles, 7-189.
Quality control, 8-145.
What we can learn from the Japanese about QCs, 9-142.
Quality circles: answers to 100 frequently asked questions, 11-123.
Getting commitment by soliciting employee ideas, 12-73.
QUALITY CIRCLES--ADMINISTRATION
Verteam circle, 2-144.
Advanced techniques - putting quality control in quality control circles, 2-161.
Japanese steel industry's version of the quality circle, 2-164.
Implementing quality circles: a hard look at some of the realities, 2-167.
Primer on quality circles, 8-141.
Quality circles; just another management headache? 8-144.
Assess readiness, measure change and survive! 9-123.
Quality circles and corporate culture, 10-140.
QUALITY CIRCLES--ADMINISTRATION--EVALUATION
*Quality circles: practical considerations for public managers, 10-134.
QUALITY CIRCLES--BIBLIOGRAPHY
Quality circles and...quality of work life, 1-138.
QUALITY CIRCLES--CASE STUDIES
Far side of quality circles, 1-140.
*Designing quality circles research, 4-148.
*"Workers' brains as well as their bodies": quality circles in a Federal facility, 6-146.
'Quality circles' at DGS, 6-150.
Quality circles at Hughes Aircraft, 10-136.
Quality circles spark office productivity, 12-108.
QUALITY CIRCLES--CONFERENCES
Annual Quality Congress transactions, 5-110.
QUALITY CIRCLES--EVALUATION
Measuring organizational impact of quality circles, 2-145.
QUALITY CIRCLES--HISTORY
Stairway to the stars, 4-147.
Quality circles master guide: increasing productivity with people power, 5-135.
QUALITY CIRCLES--INFORMATION SOURCES
Quality circles and...quality of work life, 1-138.
QUALITY CIRCLES--RESEARCH
*Designing quality circles research, 4-148.
QUALITY CIRCLES--STUDY AND TEACHING
Training--a new approach, 4-213.
QUALITY CONTROL
Advanced techniques - putting quality control in quality control circles, 2-161.
Quality is free; the art of making quality certain, 5-111.
Incline of quality, 10-162.
QUALITY CONTROL--CASE STUDIES
Quality is free; the art of making quality certain, 5-111.
Quality control, 8-145.
QUALITY CONTROL--CONFERENCES
Annual Quality Congress transactions, 5-110.
QUALITY OF WORKING LIFE
Collective bargaining and the quality of work life, 2-213.
Executive work perceptions and the quality of working life, 3-82.
Work ethic in business; proceedings ..., 3-227.
New direction for labor: quality of working life, 4-121.
Productivity/QWL, 4-173.
Productivity and the quality of work life, 5-215.
Work won't be the same again, 7-227.
Quality of work life, 9-193.

  - Out of the productivity box, 11-125.
  - Sense of belonging, 11-176.
- QUALITY OF WORKING LIFE--ABSTRACTS
  - Innovative work practices, 12-190.
- QUALITY OF WORKING LIFE--BIBLIOGRAPHY
  - Future survey annual, 1980-81, 6-109.
- QUALITY OF WORKING LIFE--CASE STUDIES
  - How Graphic Controls assesses the human side of the corporation, 1-205.
  - Tarrytown: a union perspective, 5-214.
  - Detroit's gamble on bluecollar managers, 6-223.
  - At Sun's Toledo refinery: QWL fosters a new sense of trust and cooperation, 7-228.
  - Participation in organizational change: a longitudinal field study, 8-9.
  - QWL development: three trajectories, 11-177.
- QUALITY OF WORKING LIFE--INFORMATION SERVICES
  - Conditions of work and quality of working life; a directory of institutions, 5-212.
- QUALITY OF WORKING LIFE--RESEARCH
  - Employee deviance: a response to the perceived quality of the work experience, 4-42.
  - Strategies for improving the quality of work life, 7-226.
  - Training as an instrument of a strategy for the improvement of working conditions and environment, 12-176.
- QUESTIONNAIRES--ADMINISTRATION
  - Questionnaire design handbook, 6-2.

R

- RAILROAD EMPLOYEES--RETIREMENT
  - *Railroad retirement system: benefits and financing, 4-192.
- RECRUITERS--SELECTION
  - Validity of behavioral assessment for predicting military recruiter performance, 4-1.
- RECRUITMENT
  - Improving the employment function, 7-5.
  - Prescription for hiring headaches, 10-8.
- RECRUITMENT--ADMINISTRATION
  - Are employment agencies jeopardizing your selection process? 1-6.
- RECRUITMENT--HANDBOOKS, MANUALS, ETC.
  - DS&E recruitment manual, 1982-1983, 7-6.
- RECRUITMENT--METHODS
  - Recruitment and job search: the recruitment tactics of employers, 9-8.
- RECRUITMENT--RESEARCH
  - Recruitment and job search: the recruitment tactics of employers, 9-8.
- REDUCTION IN FORCE
  - *Feeling the ax; holidays will be bleak for thousands getting pink slips from U.S., 1-169.
  - *A (relatively) simple guide to RIF, 1-171.
  - Resource scarcity and the reform model: the management of retrenchment in Cincinnati and Oakland, 2-126.
  - *Impact of 1981 RIFS on minorities & women and updated RIF projections for FY 82, 2-180.
  - *More professionals pound the pavement, 3-180.
  - *FED facts 13 [on] reductions in force in Federal agencies, 3-184.
  - In a recession, even executives take lumps, 4-68.
  - *It's nothing to fret about, 4-182.
  - *Layoffs, RIFs, and EEO in the public sector, 4-183.
  - *RIFs fall unevenly in Federal agencies, 4-184.
  - *Government lawyers -- employees "at risk," 5-176.
  - Outplacement counselling: a must in higher education, 6-186.
  - Termination made easier: is outplacement really the answer? 6-187.
  - *FED facts 13 [on] reductions in force in Federal agencies, 6-190.
  - $34,000 layoff, 6-191.
  - *Government management finally being brought to heel, 7-12.
  - *Labor market analysis for equal employment opportunity (EEO) planning, 7-64.
  - Alternatives to a reduction in force, 7-199.
  - *Supervisor's and employee's guide to reduction in force and other realignment actions, 7-200.
  - Dealing with the career in crisis, 8-34.
  - Attrition versus layoffs: how to estimate the costs of holding employees on payroll when savings are needed, 8-169.
  - Labor relations in an economic recession: job losses and concession bargaining, 9-150.
  - Hard times catch up with executives, 10-74.
  - How secure is your job? 10-176.
  - *Checklist for managing cutbacks, 11-89.
  - Shrinking the white collar ranks, 11-131.

*Report on reduction-in-force plans: "separations may be the tip of the iceberg," 12-143.
*Summary of task force RIF survey, 12-144.
*What are your rights? 12-145.
White collar layoffs and cutbacks, 12-146.
REDUCTION IN FORCE--ADMINISTRATION
Preparing for employee layoffs, 1-168.
New target: reducing staff and levels, 1-170.
Administering a salaried reduction-in-force ... effectively, 6-188.
*Reductions in force: a RIF primer, 9-152.
*RIF procedures; how they got here from there, 11-129.
REDUCTION IN FORCE--CASE STUDIES
New target: reducing staff and levels, 1-170.
*When Uncle Sam hands out pink slips, 3-185.
Maintaining organizational effectiveness during organizational retrenchment, 9-151.
*Ten stages of a RIF, 11-130.
REDUCTION IN FORCE--COSTS
*Cost of potential layoffs under the administration's Federal employment reduction program, 4-185.
*Saving from 1981 and 1982 personnel ceiling reductions, 5-151.
REDUCTION IN FORCE--DECISIONS
*Reductions in force: a RIF primer, 9-152.
REDUCTION IN FORCE--ECONOMIC ASPECTS
RIF survival handbook, 6-189.
If you lose your job--ways to survive, 10-173.
REDUCTION IN FORCE--HISTORY
*RIF procedures; how they got here from there, 11-129.
REDUCTION IN FORCE--LAW AND LEGISLATION
*RIF procedures; how they got here from there, 11-129.
REDUCTION IN FORCE--PSYCHOLOGICAL ASPECTS
*Federal cuts increasing workers' stress levels, 1-51.
*Ten stages of a RIF, 11-130.
REDUCTION IN FORCE--RESEARCH
Seniority, human capital, and layoffs, 12-142.
REDUCTION IN FORCE--STATISTICS
*Impact of 1981 RIFS on minorities & women and updated RIF projections for FY 82, 2-180.
*Layoffs, RIFs, and EEO in the public sector, 4-183.
*Report on reduction-in-force plans: "separations may be the tip of the iceberg," 12-143.
*Summary of task force RIF survey, 12-144.
REDUCTION IN FORCE--THEORY
Seniority, human capital, and layoffs, 12-142.
REEMPLOYED ANNUITANTS
*Information for annuitants, 3-196.
REEMPLOYED ANNUITANTS--UTILIZATION
Companies that hire older workers, 8-132.
REFERENCE CHECKS
Lies on the resume, 9-7.
REHABILITATION, VOCATIONAL
Treatment services for drug dependent women, 2-211.
RELAXATION TECHNIQUES--STUDY AND TEACHING
*How the Secret Service handles stress, 11-42.
RELIABILITY
When should an executive lie? 1-66.
RELIGIOUS DISCRIMINATION
Avoiding religious discrimination in the workplace, 10-62.
RELIGIOUS DISCRIMINATION--CASES
Anderson v. General Dynamics Convair Aerospace Division: first amendment establishment clause challenge to Title VII's mandated accommodation of religion, 1-54.
Employee relations, religion and the Constitution, 1-56.
RELOCATION
Mobility -- is it the new disability of the public service? 1-172.
Relocating women managers: can your company meet their needs? 3-186.
Relocation practices, 4-186.
What mortgage rates are doing to executive mobility, 4-187.
More workers are refusing promotions, 6-178.
New incentives offered to spur relocation, 6-192.
RELOCATION--ADMINISTRATION
Employee relocation: expanded responsibilities for the personnel department, 1-173.
Relocation policy update: innovations and changes for the '80s, 1-174.
Who provides career assistance for the "trailing" spouse? 2-181.
RELOCATION--COSTS
National conference proceedings, 1981, 5-64.
Why the nation is saying "No" to moving around, 9-153.
*Federal and contractor employee travel and relocation cost reimbursements differ, 9-154.
RELOCATION--PSYCHOLOGICAL ASPECTS
Job transfer and well-being, 10-174.
RELOCATION--RESEARCH
Job transfer and well-being, 10-174.
REMOVAL
Now China's Deng is taking on the mandarins, 3-16.

The long goodbye, 3-188.
Arbitrating the termination of a union activist, 3-189.
When the boss is in trouble, 4-55.
When recession takes health care to court, 5-177.
Some unintended consequences of intention to quit, 6-118.
The way it is--rules of the game--how to fire, 6-193.
*Other side of the merit coin: removals for incompetence in the Federal service, 6-194.
*Symposium on civil service reform, Part 1, 7-16.

REMOVAL--CASE STUDIES
How secure is your job? 10-176.
Middle-aged officials find new group hit by slump: themselves, 10-178.
"I was fired!" 11-134.

REMOVAL--CASES
Constructive discharge--when quitting means getting fired, 3-187.
Can managers be fired? 6-64.
You can't fire me, I'll sue, 8-170.
Fight over the freedom to fire, 10-175.
Section 8(a)(1) protection for managerial, confidential, and supervisory personnel, 11-133.

REMOVAL--LAW AND LEGISLATION
*Discharge rights of attorneys in the excepted service, 3-190.
Employment at will: a dying concept, 10-177.

REMOVAL--METHODS
Outplacement techniques; a positive approach to terminating employees, 11-132.

REPATRIATION
Repatriation: an ending and a beginning, 1-137.

REPATRIATION--ANECDOTES, FACETIAE, SATIRE, ETC.
Repatriation at the Burr Hamilton Bank, 5-133.

REPRESENTATION ELECTION--CASE STUDIES
Decertification process: evidence from California, 8-106.

REPRESENTATION ELECTION--STATISTICS
Why unions lose at many companies, 9-98.

REPRISALS
When recession takes health care to court, 5-177.
Free speech, the private employee, and state constitutions, 7-55.

REPRISALS--CASES
Standards to avoid employer retaliation charges, 3-71.

REPRISALS--LAW AND LEGISLATION
Standards to avoid employer retaliation charges, 3-71.

RESEARCH ADMINISTRATION
Scientific and technical information in public management, 4-60.
Influence of group longevity: high performance research teams, 5-73.

RESEARCH--DIRECTORIES
Public management research directory, 1-165.

RESEARCH--INFORMATION SOURCES
*Facilitating the use of Federally sponsored public management research by state and local government officials, 10-172.

RESEARCH WORKERS
R & D subsystem climate as a function of personal and organizational factors, 10-130.

RESIDENTIAL TRAINING PROGRAMS
Learning in the wild, 3-95.

RESIGNATION
*Why do executives leave the Federal service? 1-65.

RESIGNATION--CASES
Constructive discharge--when quitting means getting fired, 3-187.

RESIGNATION--RESEARCH
Effects of unemployment benefits paid to voluntary job leavers, 12-93.

RESUMES
How employers view resumes, 5-95.
Lies on the resume, 9-7.
Prescription for hiring headaches, 10-8.
Your job -- where to find it, how to get it, 10-111.
Your hidden assets; the key to getting executive jobs, 11-77.
*Federal employment process, 12-83.

RETAIL WORKERS--EMPLOYMENT
Retailing: careers in the department store industry, 4-139.

RETIREES
"Starting over" in second careers: an attractive option for retirees, 11-96.

RETIREES--CHARACTERISTICS
The relationship between job attitudes and the decision to retire, 2-185.

RETIREES--EMPLOYMENT
Putting retirees to work, 4-143.

- RETIREMENT
  - *Graying of America; retirement and why you can't afford it, 1-175.
  - *Civil service retirement system; history, provisions, and financing, 1-179.
  - *Information for annuitants, 3-196.
  - *Your retirement system, 7-202.
  - California public employee retirement, 11-141.
- RETIREMENT--ADDRESSES, ESSAYS, LECTURES
  - Economics of aging, 6-195.
- RETIREMENT--ADMINISTRATION
  - *Pension "crisis," 11-135.
- RETIREMENT--ADMINISTRATION--EVALUATION
  - *Quiet pension "crisis," 6-197.
- RETIREMENT AGE
  - Reversing the trend toward early retirement, 2-182.
- RETIREMENT AGE--ADDRESSES, ESSAYS, LECTURES
  - Work decisions in the 1980s, 7-133.
- RETIREMENT BENEFITS
  - *Graying of America; retirement and why you can't afford it, 1-175.
  - Survey of state retirement systems, 1-177.
  - Reforming retirement policies; a statement by the Research and Policy Committee of the Committee for Economic Development, 3-191.
  - *Restructuring the civil service retirement system: analysis of options to control costs and maintain retirement income security, 3-194.
  - *Developments in aging: 1979, 3-195.
  - Employer attitudes: implications of an aging work force, 5-126.
  - *Your retirement system, 7-202.
  - *Tilting at windfalls, 9-156.
  - *Ruddock on retirement: the next crisis, 9-158.
  - *Entitlements, 12-147.
- RETIREMENT BENEFITS--ADMINISTRATION--EVALUATION
  - *Cost of increased retirement benefits for Panama Canal employees, 9-159.
  - Terminating benefits to economically recovered disability retirees should be more timely, 10-181.
- RETIREMENT BENEFITS--BIBLIOGRAPHY
  - Pension law reference and research tools, 6-198.
- RETIREMENT BENEFITS--COMPARATIVE STUDIES
  - Benefits and costs of continuing pension accruals past normal retirement age. 11-138.
- RETIREMENT BENEFITS--COSTS
  - Finances of employee-retirement systems of state and local governments in 1980-81, 8-172.
  - *Cost of increased retirement benefits for Panama Canal employees, 9-159.
- RETIREMENT BENEFITS--EVALUATION
  - *Federal life insurance changes would improve benefits and decrease costs, 3-109.
- RETIREMENT BENEFITS--STATISTICS
  - Finances of employee-retirement systems of state and local governments in 1980-81, 8-172.
- RETIREMENT BENEFITS--TAXATION
  - Benefits communications in the wake of the Economic Recovery Tax Act, 3-192.
- RETIREMENT, COMPULSORY
  - Limiting a CEO's tenure, 3-78.
- RETIREMENT--COSTS
  - *Restructuring the civil service retirement system: analysis of options to control costs and maintain retirement income security, 3-194.
  - *Quiet pension "crisis", 6-197.
- RETIREMENT, DISABILITY
  - *Information for annuitants, 3-196.
  - *Painful facts of disability retirements, 10-180.
  - *Disability compensation, 12-13.
- RETIREMENT, DISABILITY--ADMINISTRATION--EVALUATION
  - *Improving the administration of the civil service disability retirement program, 4-191.
  - *Terminating benefits to economically recovered disability retirees should be more timely, 10-181.
- RETIREMENT, DISABILITY--COSTS
  - Permanent disability: what does it cost? 5-178.
- RETIREMENT, EARLY
  - Reversing the trend toward early retirement, 2-182.
  - Job modification as an alternative to retirement, 10-179.
  - White collar layoffs and cutbacks, 12-146.
- RETIREMENT, EARLY--ADMINISTRATION
  - 'Open window' to early retirement, 11-140.
  - Clearing the way for an open window period program, 12-150.
- RETIREMENT, EARLY--ADMINISTRATION--EVALUATION
  - *Tightening eligibility standards could cut involuntary retirement costs by millions of dollars, 5-182.
- RETIREMENT, EARLY--COSTS
  - *Tightening eligibility standards could cut involuntary retirement costs by millions of dollars, 5-182.
- RETIREMENT, EARLY--RESEARCH
  - Why do people retire from work early? 11-139.
- RETIREMENT--ECONOMIC ASPECTS
  - Graying of America; retirement and why you can't afford it, 1-175.

RETIREMENT, GRADUAL
Gradual retirement vs. abrupt termination, 2-135.
Impact of job modification options on retirement plans, 8-133.
RETIREMENT INCOME
Report of technical committee on retirement income, 5-184.
RETIREMENT INCOME--CONFERENCES
Retirement income and the economy, 5-179.
RETIREMENT INCOME--ECONOMIC ASPECTS
Retirement income and the economy, 5-179.
RETIREMENT--MATHEMATICAL MODELS
*"Double dipping": the combined effects of social security and civil service pensions on employee retirement, 11-136.
RETIREMENT PLANNING
Employer attitudes: implications of an aging work force, 5-126.
Securing the pot of gold; retirement counseling ensures maximum employee benefits, 5-186.
Consensus: preretirement planning and other retirement issues, 8-173.
Trainer's guide to retirement planning, 10-183.
RETIREMENT PLANNING--ADMINISTRATION
DuPont's pre-retirement counseling program focuses on employee's need to plan finances, 3-197.
Aging work force, 4-142.
Pre-retirement counseling: three corporate case studies, 9-157.
Preretirement planning, 12-151.
RETIREMENT PLANNING--ADMINISTRATION--EVALUATION
Retirement planning programs, 5-185.
RETIREMENT PLANNING--CASE STUDIES
DuPont's pre-retirement counseling program focuses on employee's need to plan finances, 3-197.
Pre-retirement counseling: three corporate case studies, 9-157.
Smoothing the glide path, 12-152.
RETIREMENT--RESEARCH
*"Double dipping": the combined effects of social security and civil service pensions on employee retirement, 11-136.
RETIREMENT--STATISTICS
*Federal fringe benefit facts, 1980, 1-31.
RETRAINING
Adult education: newest tool for job hunters, 9-170.
RETRAINING--ADMINISTRATION
Retrain to retain: a prescription for the 1980s, 9-179.
RETRAINING--CASE STUDIES
"Recycled" engineers provide talent and technical expertise at Monsanto, 7-207.
RETRAINING--RESEARCH
On sustaining procedural skills over a prolonged retention interval, 12-171.
RIGHT TO STRIKE
Must we choose: the right to strike v. interest arbitration? 6-114.
ROLE CONFLICT--RESEARCH
Bringing some clarity to role ambiguity research, 1-112.
Relationship of span of control to sales representatives' experienced role conflict and role ambiguity, 7-209.
ROLE PERCEPTION--RESEARCH
A note on sex-role identity effects on managerial aspirations, 2-68.
ROLE PLAYING
Adding reality to role play, 4-76.
RUSSIA
Inside a Soviet management institute, 2-80.

S

SAFETY
Recognizing hazards: whose responsibility? 1-180.
Injuries related to servicing equipment, 1-182.
Bargaining for job safety and health, 3-198.
Back injuries associated with lifting, 12-153.
SAFETY--ADMINISTRATION
Role and function of the safety manager, 1-87.
Occupational health in organizations: strategies for personnel effectiveness, 2-42.
Influence of workers' compensation on safety incentives, 3-68.
Safety through consensus, 4-194.
Putting sizzle into safety programs, 7-205.
SAFETY--ADMINISTRATION--EVALUATION
How real is worker involvement in health and safety? 2-186.
SAFETY--CASE STUDIES
*Safety at the Kennedy Space Center, 1-181.
SAFETY EDUCATION
Putting sizzle into safety programs, 7-205.
SAFETY EDUCATION, INDUSTRIAL
Requirements for employers to provide training and education in occupational safety and health for workers, 11-157.
SAFETY--LAW AND LEGISLATION
Some reflections on legal liability as a factor in the promotion of occupational safety and health, 10-184.

SAFETY REGULATIONS--CONFERENCES
Benefits of health and safety regulation, 12-25.
SALES WORKERS
To trust, perchance to buy, 9-118.
Tremendous opportunities exist for women in professional selling, 9-119.
SALES WORKERS--PAY
Sales compensation system that maximizes motivation and economy, 7-44.
SALES WORKERS--PAY--ADMINISTRATION
Sales compensation: a systematic approach, 3-23.
SALES WORKERS--PAY--RESEARCH
Relationship between self-rated performance and pay satisfaction among sales representatives, 7-28.
SALES WORKERS--TRAINING
Why sales managers need more and better management training, 6-84.
SCANLON PLAN--ABSTRACTS
Sharing the gains of productivity, 6-35.
SCANLON PLAN--ADMINISTRATION
Cooperative self-interest: learning from Joe Scanlon, 10-40.
SCHOOL ADMINISTRATORS--TRAINING
Administrator training, 6-83.
SCIENTISTS--CAREER OPPORTUNITIES
*Career path catalog: a guide to career planning for NUSC employees, 7-3.
SCIENTISTS--EMPLOYMENT--STATISTICS
*Science and engineering employment: 1970-1980, 1-188.
*Science, engineering and humanities doctorates in the United States; 1981 profile, 11-145.
SCIENTISTS--PAY
*Salaries of scientists, engineers and technicians; a summary of salary surveys, 1-187.
SCIENTISTS--STATISTICS
*Supply and demand for scientists and engineers, 5-190.
SCIENTISTS--WORKFORCE PLANNING
*Supply and demand for scientists and engineers, 5-190.
SCOPE OF BARGAINING--DECISIONS
*Contract negotiation and the classification specialist, 5-150.
SECOND CAREERS
Managing career transition: a missing link in career development, 7-2.
"Starting over" in second careers: an attractive option for retirees, 11-96.
SECOND CAREERS--CASE STUDIES
Life after the executive suite, 6-196.
SECRETARIES
Why does the secretary hate me, and other laments of the professionally educated woman employee, 7-208.
SECRETARIES--ATTITUDES
*Gulf of perspective, 3-107.
SECRETARIES--CERTIFICATION
Quality of the Certified Professional Secretary examination, 4-204.
SECRETARIES--CHARACTERISTICS
Ideal secretary: where in the world are you? 5-122.
SECRETARIES--COMPARATIVE STUDIES
Ideal secretary: where in the world are you? 5-122.
SECRETARIES--EMPLOYMENT
Job market for secretaries, 4-137.
SECRETARIES--EVALUATION
How to make the most of the performance appraisal, 9-128.
SECRETARIES--PAY
Secretaries of the '80s - more valuable than ever, 3-155.
Job market for secretaries, 4-137.
SECRETARIES--RESPONSIBILITIES
Secretary: obsolete or indispensable, 1-128.
Secretaries and the new technology, 12-100.
Role of the executive secretary/administrative assistant in the office of the future as perceived by personnel administrators, office managers, and executives of selected businesses in Oklahoma, 12-101.
SECRETARIES--TESTS
Quality of the Certified Professional Secretary examination, 4-204.
SECRETARIES--UTILIZATION
Secretaries of the '80s - more valuable than ever, 3-155.
Secretary: an endangered species, 4-140.
SECURITY OFFICERS--TRAINING
*How the Secret Service handles stress, 11-42.
SELECTION
Importance of selection in public sector administration, 5-8.
Virginia Tech Symposium on Applied Behavioral Science, 7-180.
SELECTION--ADMINISTRATION
Synthetic validity and its application to the Uniform Guidelines validation requirements, 8-7.
SELECTION--ADMINISTRATION--EVALUATION
*Better guidance is needed for determining when examining authority should be delegated to Federal agencies, 10-12.
SELECTION--CASE STUDIES
*Statistical hazards in the determination of adverse impact with small samples, 5-9.

- SELECTION--CASES
  - Employer liability for employee misconduct, 4-43.
  - Validity of the assessment center approach and related issues, 9-2.
- SELECTION--INFORMATION SOURCES
  - Information sources and services in personnel assessment, 8-153.
- SELECTION--LAW AND LEGISLATION
  - Selecting employees safely under the law, 1-5.
- SELECTION--METHODS
  - Burden of proof/burden of remedy, 1-58.
  - Options for small sample sizes in validation: a case for the J-coefficient, 3-4.
  - Selecting employees; how to make a gamble a better bet, 3-113.
  - *Adverse impact: issues and implications, 3-205.
  - Employers who use lie detector tests, 8-6.
  - Two pitfalls in assessing fairness of selection tests using the regression model, 11-153.
- SELECTION--METHODS--EVALUATION
  - Employee assessment methods assessed, 2-3.
  - Validity generalization and situational moderation in the life insurance industry, 2-194.
  - Validity and fairness of some alternative employee selection procedures, 5-7.
  - Assessing the economic impact of personnel programs on workforce productivity, 8-199.
  - *Uniform guidelines on employee selection procedures should be reviewed and revised, 12-42.
- SELECTION--METHODS--LAW AND LEGISLATION
  - Selecting employees safely under the law, 1-5.
- SELECTION--METHODS--RESEARCH
  - Biographical questionnaires and scored application blanks in personnel selection, 3-7.
  - *Statistical hazards in the determination of adverse impact with small samples, 5-9.
  - Estimation of the relative validity of employee selection tests from information commonly available in the presence of direct and indirect range restriction, 10-9.
  - Adverse impact from a psychometric perspective, 10-194.
- SELECTION--RESEARCH
  - Sex and decision making in the selection interview: a real-life study, 2-95.
  - Interview decisions as a function of applicant race, quality and interviewer prejudice, 5-83.
  - Discrimination in industrial employment: an investigation of race and sex bias among professionals, 8-51.
  - Measuring the importance of cues in policy capturing, 11-9.
  - Self-fulfilling prophecies in the selection-recruitment interview, 11-71.
  - Initial comparisons of patterned behavior description interviews versus unstructured interviews, 12-78.
- SELF-ESTEEM
  - Management of self esteem; how people can feel good about themselves and better about their organizations, 10-92.
- SELF-ESTEEM--RESEARCH
  - Test of the self-consistency theory of the job performance-job satisfaction relationship, 7-127.
- SELF-EVALUATION
  - Data, people and things--revisited, 8-4.
  - How to prepare for your performance review, 12-111.
- SELF-EVALUATION--PROBLEMS, EXERCISES, ETC.
  - How to assess your managerial style, 5-63.
- SENIOR EXECUTIVE SERVICE
  - *Organizational assessments of the effects of civil service reform; a report for the period December 12, 1979 through September 1, 1980, 2-12.
  - *[The war on civil servants] 3-15.
  - *Bonus boards appraised, 3-88.
  - *Administration by contract, 3-89.
  - *Developmental assignments; a guide for SES candidates, 5-71.
  - *Symposium on civil service reform, Part 1, 7-16.
  - *Address to FEIAA, 9-53.
  - *Organizational assessments of the effects of civil service reform, 10-28.
  - *Individual development planning guide for SES candidates, 10-88.
  - *Strategies for implementing senior advisor programs, 11-64.
- SENIOR EXECUTIVE SERVICE--ADDRESSES, ESSAYS, LECTURES
  - *Strategies for administrative reform, 10-23.
- SENIOR EXECUTIVE SERVICE--ADMINISTRATION
  - *Senior executive service: the state of the art, 1-62.
  - *Role of the PRB in the bonus decision: pitfalls to avoid, 1-82.
  - *Executive resources management; roles and functions, 5-57.

SENIOR EXECUTIVE SERVICE -ADMINISTRATION--EVALUATION
*Why do executives leave the Federal service? 1-65.
*The Senior Executive Service; an interim report of the Panel of the National Academy of Public Administration on the Public Service, 2-57.
*Civil service reform after two years, 4-19.
*Effects of the Presidential transition on the Senior Executive Service, 6-65.
*Report on the Senior Executive Service, 6-66.
*5,994 supercrats who decide your fate, 1-63.
*Symposium on civil service reform, 10-25.
*Civil service reform in the USA: promise versus reality, 11-12.
*Bureaucrats 2, Presidents 0, 12-5.
SENIOR EXECUTIVE SERVICE--COMPARATIVE STUDIES
*Senior Executive Service: the state of the art, 1-62.
SENIOR EXECUTIVE SERVICE--EVALUATION
*Actions needed to enhance the credibility of Senior Executive Service performance award programs, 2-73.
*Federal Civil Service Reform Act, 10-22.
SENIORITY
Seniority, human capital, and layoffs, 12-142.
SENIORITY--CASE STUDIES
Discrimination in seniority systems, 12-39.
SENIORITY--CASES
Supreme Court reaffirms broad immunity for seniority systems, 9-44.
SENIORITY--RESEARCH
Seniority: a review of its legal and scientific standing, 8-203.
SEVERANCE PAY
*FED facts 23 [on] severance pay, 3-38.
Negotiating your own severance arrangements, 5-56.
"I was fired!" 11-134.
SEX DISCRIMINATION
Role of the institutional researcher in a sex discrimination suit, 5-51.
Sexual harassment, 8-40.
Avoiding sex discrimination complaints, 10-63.
Sexual harassment on the job; a guide for employers (New Hampshire), 12-21.
Sexual harassment on the job; a guide for employers (Vermont), 12-23.
Discrimination: why does it work? 12-186.
SEX DISCRIMINATION--CASES
Burdine: sex discrimination, promotion, and arbitration, 9-45.
SEX DISCRIMINATION--RESEARCH
Sex discrimination in employment. 5-208.
SEX ROLES
Competing with peers--for fun and productivity, 1-103.
Subconscious stereotyping in personnel decisions, 11-45.
SEX ROLES--RESEARCH
Note on sex-role identity effects on managerial aspirations, 2-68.
SEXUAL ETHICS
Sexual harassment in the workplace, 2-34.
Sexual harassment in the work place, 5-35.
SEXUAL ETHICS--CASES
Expanding Title VII to prohibit sexually harassing work environment: Bundy v. Jackson, 2-46.
SHELTERED WORKSHOPS
A job worth doing: one program that emphasizes advancement beyond sheltered work, 1-93.
Stronger Federal efforts needed for providing employment opportunities and enforcing labor standards in sheltered workshops, 6-92.
SHIFT WORK
Shift work: worth the risks? 6-97.
Daily rhythms: a key to optimal performance, 7-103.
Shift work, 12-68.
SHIFT WORK--RESEARCH
Work and nonwork experiences of employees on fixed and rotating shifts, 7-104.
On the use of shift as an independent variable in absenteeism research, 11-1.
Compressed shift schedules: altering the relationship between work and non-work, 11-69.
SHORTER WORKWEEK
New work schedules in practice; managing time in a changing society, 1-101.
Work sharing is seen as weapon against unemployment, 4-95.
SHORTER WORKWEEK--BIBLIOGRAPHY
Rearranged work schedules in the private sector; bibliographic and case study analysis, 3-100.
SHORTER WORKWEEK--CASE STUDIES
At Prudential: a ten year track record in new work schedules, 1-99.
SHORTER WORKWEEK--RESEARCH
Compressed shift schedules: altering the relationship between work and non-work, 11-69.
SICK LEAVE
Stress factors and their effect on absenteeism in a corporate employee group, 7-63.

SICK LEAVE--ADMINISTRATION
Earned time: an answer to the dilemma of benefits administration, 6-124.
SICK LEAVE--RESEARCH
*Department of Defense overtime and sick leave analysis, 12-96.
SICK LEAVE--STATISTICS
Occupational injuries and illnesses by industry, 1980, 7-206.
SIMULATION METHODS
Simulation: balancing the pros and cons, 3-220.
Games and simulations in training, 4-225.
Computer terminal as a simulator, 4-228.
SKILLS CONVERSION
Problem of transfer calls for partnership, 11-155.
SKILLS INVENTORY--ADMINISTRATION
Skills inventory: a second generation, 12-124.
SLIDES
New and tested ways to use slides for effective training, 6-216.
How USAir made training take off with slides, 7-223.
SMALL GROUPS
Learning potential of the dominant personality within small intensive-training groups, 4-210.
Small group problem solving, 5-74.
Creativity in small groups, 10-90.
SMALL GROUPS--RESEARCH
Small-group decision making and complex information tasks, 6-90.
SOCIAL CHANGE--ADDRESSES, ESSAYS, LECTURES
Group dynamics and society; a multinational approach, 7-108.
SOCIAL CONDITIONS
America now: the anthropology of a changing culture, 3-225.
SOCIAL SECURITY
Social security, 1-176.
Social security financing, 1-178.
Reforming retirement policies; a statement by the Research and Policy Committee of the Committee for Economic Development, 3-191.
Report of technical committee on creating an age integrated society, 5-175.
Employer attitudes toward social security, 5-180.
Understanding the sources and dimensions of crisis in social security, 7-204.
Ruddock on retirement: the next crisis, 9-158.
Workforce of the future: the problems and opportunities of maturity, 10-129.
Entitlements, 12-147.
SOCIAL SECURITY--ADMINISTRATION--EVALUATION
Reappraising social security: toward an alternative system, 11-137.
SOCIAL SECURITY--COMPARATIVE STUDIES
Social security in Europe: the impact of aging population, 5-181.
Social security law of the European communities, 5-183.
SOCIAL SECURITY--CONFERENCES
Social security and pension systems, 7-201.
SOCIAL SECURITY--COSTS
Employer attitudes toward social security, 5-180.
Social security: who pays for the cure? 12-149.
SOCIAL SECURITY--FINANCE
Social security, 1-176.
Social security financing, 1-178.
Social security system, 2-183.
Social security in Europe: the impact of an aging population, 5-181.
Report of technical committee on retirement income, 5-184.
SOCIAL SECURITY--HANDBOOKS, MANUALS, ETC.
Social security handbook, 11-142.
SOCIAL SECURITY--HISTORY
Understanding the sources and dimensions of crisis in social security, 7-204.
Reappraising social security: toward an alternative system, 11-137.
SOCIAL SECURITY--LAW AND LEGISLATION
Social security law of the European communities, 5-183.
SOCIAL SECURITY--RESEARCH
"Double dipping": the combined effects of social security and civil service pensions on employee retirement, 11-136.
Reform of social security coverage for women and survivors in the Federal Republic of Germany, 12-148.
SOCIAL SECURITY TAXES
Social security: who pays for the cure? 12-149.
SOCIAL SERVICE--ADMINISTRATION
Productivity in human service organizations, 5-159.
SOCIAL SERVICE AIDES
At the sharp end, 8-202.
SOCIAL WORKERS--UTILIZATION
Social services at the workplace: new resource for management, 7-47.
SOCIALIZATION--METHODS
Organizational seduction: building commitment to organizations, 2-137.
SOCIALIZATION--RESEARCH
Adaptation to work: an exploration of processes and outcomes, 3-224.
Transition into a new job, 6-144.

Occupational socialization and psychological development: an underemphasized research perspective in industrial psychology, 11-65.
SPAN OF CONTROL
Fifth freedom: freedom from supervision, 2-189.
Less supervision brings more productivity to the Walgreen Company, 3-178.
SPAN OF CONTROL--RESEARCH
Relationship of span of control to sales representatives' experienced role conflict and role ambiguity, 7-209.
Organization structure and the effectiveness of public agencies, 9-121.
STAFF MEETINGS
We've got to stop meeting like this! 6-88.
STANDARDS OF PERFORMANCE
*Quality, productivity are the real targets, 2-153.
Systematic approach to performance appraisal, 3-165.
Performance appraisals and performance standards, 4-150.
Systems analyst performance: criteria and priorities, 4-158.
Good starts for new employees, 8-181.
Leader's guide on performance standards and organizational concepts, 10-146.
Personnel, politics and productivity, 11-108.
STANDARDS OF PERFORMANCE--ADMINISTRATION
*Quality, productivity are the real targets, 2-153.
Accounting for the uncertainty in performance standards, 3-164.
STANDARDS OF PERFORMANCE--CASE STUDIES
Development of appraisal system for university staff jobs, 9-127.
How to make the most of the performance appraisal, 9-128.
STANDARDS OF PERFORMANCE--RESEARCH
Accounting for the uncertainty in performance standards, 3-164.
STATE EMPLOYEES--CHARACTERISTICS
Relationship between job attitudes and the decision to retire, 2-185.
STATE EMPLOYEES--RETIREMENT
Relationship between job attitudes and the decision to retire, 2-185.
STATISTICIANS--EDUCATION
Preparing statisticians for careers in the Federal government, 6-176.
STOCK OPTIONS
Executive compensation in Washington area high technology companies, 1-81.
STRESS, PSYCHOLOGICAL
CRT viewing, 1-48.
How you can beat job burnout, 1-49.
*Federal cuts increasing workers' stress levels, 1-51.
Uses and limitations of male/female data, 1-52.
What the doctors say about stress, 1-83.
Burnout: a real threat to human resources managers, 1-84.
Why your boss makes you feel stupid, 2-38.
Managing stress for increased productivity, 2-40.
Stress management: separating myth from reality, 2-41.
Occupational health in organizations: strategies for personnel effectiveness, 2-42.
Stress in the police service, 3-58.
Teaching stress management: meeting individual and organizational needs, 3-64.
[Psychological stress] 3-65.
Managing stress: a model for the human resource staff, 3-66.
Paying for stress on the job, 3-67.
Burnout--the headache of the 1980s, 3-120.
Burnout among career development professionals, 4-45.
New developments in occupational stress, 4-47.
Effects of life and job stress on information search behaviors of organizational members, 4-48.
Win your battles with the clock, 4-70.
Fighting the management blues, 4-71.
Reducing organizational stress, 5-37.
Career unrest: a source of creativity, 5-90.
Stress & the bottom line, 6-49.
Managers can avoid wasting time, 6-126.
Stress factors and their effect on absenteeism in a corporate employee group, 7-63.
High cost of stress on women managers, 7-91.
Personnel wellness: it's just good business, 7-92.
Business success and personal trauma, 8-45.
When family stress affects worker productivity, 8-176.
Technostress: old villain in new guise, 9-38.
Your work patterns: are they worth dying for? 10-56.
Stress: causes, consequences, and coping strategies, 10-60.
Burnout, 11-40.
Counselor's role in reducing teacher stress, 11-41.

Many executives complain of stress, but few want less-pressured jobs, 11-59.
Librarian burn-out, 12-27.
Human performance and productivity: stress and performance effectiveness, 12-131.
STRESS, PSYCHOLOGICAL--ADDRESSES, ESSAYS, LECTURES
Understanding and managing stress, 8-47.
STRESS, PSYCHOLOGICAL--CONTROL
Meditation at the telephone company, 3-62.
Teaching stress management: meeting individual and organisational needs, 3-64.
[Psychological stress] 3-65.
*How the Secret Service handles stress, 11-42.
Managing technostress: optimizing the use of computer technology, 12-19.
Managing organizational stress, 12-30.
How, what and why of stress management training, 12-32.
STRESS, PSYCHOLOGICAL--RESEARCH
Impact of occupational demands on nonwork experiences, 4-69.
Occupational stress and illness incidence, 7-57.
Occupational stress, Type A behavior, and physical well being, 7-58.
Burnout: summary and future research, 7-62.
Occupational stress and perceived organisational effectiveness in formal groups, 8-41.
*Executive stress and Federal supergrade executives; a comparative analysis of black and white executives, 8-64.
Modeling decision-specific stress: some methodological considerations, 9-65.
Work and health, 9-94.
Job stress among school administrators, 10-76.
Stress and performance: effects of subjective work load and time urgency, 11-124.
Stress management: an assessment questionnaire for evaluating interventions and comparing groups, 12-33.
STRIKES
*Role of military forces in public sector labor relations, 3-125.
Why you should train now to prevent strikes later, 7-137.
Arbitration and police bargaining: prescriptions for the blue flu, 8-109.
Union organizing in the 1980s: the strike, 12-90.
STRIKES--COMPARATIVE STUDIES
Determinants of strikes, 9-96.
STRIKES--HISTORY
Determinants of strikes, 9-96.
STRIKES--RESEARCH
Strikes and strike penalties in the public sector, 6-116.
STRIKES--STATISTICS
*Analysis of work stoppages, 1980, 6-117.
STUDENTS--UTILIZATION
Is your staff stretched thin? 7-119.
SUBORDINATES' APPRAISALS
"Did somebody forget to tell you? You're fired!", 7-90.
Why employees should rate supervisory effectiveness, 11-148.
SUBORDINATES' APPRAISALS--RESEARCH
Sex effects on performance ratings in manager-subordinate dyads: a field study, 10-147.
SUCCESS IN EMPLOYMENT
Black manager: making it in the corporate world, 6-61.
How to make your boss an asset, 6-98.
In the spotlight; women executives in a changing environment, 7-70.
Business success and personal trauma, 8-45.
*6 steps to a firmer grip on your job, 9-19.
SUCCESS IN EMPLOYMENT--RESEARCH
Executive development: factors and changes, 5-58.
SUGGESTION SYSTEMS
Implementing a successful suggestion system, 9-91.
SUGGESTION SYSTEMS--ADMINISTRATION
Suggestion program failure: causes and remedies, 7-113.
Turning down a suggestion without turning off the suggester, 10-101.
SUGGESTION SYSTEMS--CASE STUDIES
Big payoff from employee proposals, 8-97.
SUGGESTION SYSTEMS--DIRECTORIES
Membership directory National Association of Suggestion Systems, 1982, 9-90.
SUGGESTION SYSTEMS--SOCIETIES
Membership directory National Association of Suggestion Systems, 1982, 9-90.
SUGGESTION SYSTEMS--STATISTICS
*Annual statistical report/1981 National Association of Suggestion Systems, 9-89.
SUPERVISION
Resolving performance problems, 2-192.
Stepping up to supervision: being popular isn't enough, 3-200.

Stepping up to supervision: coping with change, 5-10.
Confronting poor performers, 5-193.
Organizing projects, 6-204.
Research in organizational behavior; an annual series of analytical essays and critical reviews, 7-210.
When family stress affects worker productivity, 8-176.
Limited, traditional world of supervisors, 9-161.
Supervise the job--don't do it, 10-188.
*Coping with the employee turned institution, 11-146.
Hints on managing the difficult employee, 12-156.
SUPERVISION--METHODS
Managing time and job pressures, 2-188.
Simplifying the job of supervision, 3-202.
Problem employees; how to improve their performance, 3-203.
Emphatic followup, 4-199.
Supervision by objectives--a workable approach, 10-187.
Managing the problem employee, 11-147.
SUPERVISION--PROBLEMS, EXERCISES, ETC.
Supervisory management; a skill-building approach, 1-189.
SUPERVISION--RESEARCH
Determinants of a supervisor's use of rewards and punishments: a literature review and suggestions for further research, 3-201.
Effects of causal explanations and sex variables on recommendations for corrective actions following employee failure, 5-191.
Relationships among self-supervision, structure, and technology in professional service organizations, 7-192.
SUPERVISION--STUDY AND TEACHING
*Practice for civil service promotion to supervisory and administrative postions, 5-192.
SUPERVISION--TEXTBOOKS
Supervisory management; a skill-building approach, 1-189.
Administrative and supervisory management, 4-127.
Supervisory management, 6-203.
Supervising, 9-162.
SUPERVISORS
Reducing the adversary relationship, 3-124.
Pitfalls of upward mobility, 7-211.
Determining supervisory status and bargaining unit composition in the nursing profession, 8-93.
Pre-preparation for training, 10-201.
Section 8(a)(1) protection for managerial, confidential, and supervisory personnel, 11-133.
SUPERVISORS--ABILITIES
Situational and behavioral moderators of subordinate satisfaction with supervision, 1-113.
How to gain and hold your staff respect, 1-191.
Listening to help the hostile employee, 1-193.
Gentle art of saying no, 2-190.
ABC's of getting things done, 6-129.
Getting the job done: the psychology of supervision, 6-205.
Subjective factor in decision making, 8-178.
How's your organizational I.Q.? 8-179.
How much psychic income are you paying? 12-71.
Hints on managing the difficult employee, 12-156.
Upward communication, 12-158.
Building a foundation of power, 12-160.
Know your organization, 12-162.
SUPERVISORS--ABILITIES--CASE STUDIES
What to do with those dull, routine, repetitive, dead end jobs, 1-195.
SUPERVISORS--ABILITIES--RESEARCH
Effects of approach to controversy on superiors' incorporation of subordinates' information in decision making, 7-101.
Sex and ethnic differences in the use of power, 10-126.
Transsituational variability in human performance within assessment centers, 11-5.
SUPERVISORS--ATTITUDES
The foreman: is his job as bad as they say? 1-194.
Stress in the police service, 3-58.
*Gulf of perspective, 3-107.
"Lone Ranger" syndrome (helping supervisors to ask for help), 6-206.
The other face of performance appraisal, 10-143.
SUPERVISORS--ATTITUDES--RESEARCH
Effects of job experience on supervisor attributions for a subordinate's poor performance, 7-172.
SUPERVISORS--CHARACTERISTICS--RESEARCH
Determinants of a supervisor's use of rewards and punishments: a literature review and suggestions for further research, 3-201.
*Sex and power in the Federal bureaucracy: a comparative analysis of male and female supervisors, 8-182.
SUPERVISORS--CHARACTERISTICS--TEXTBOOKS
Supervisory management, 6-203.

- SUPERVISORS--EVALUATION
  - Why employees should rate supervisory effectiveness, 11-148.
- SUPERVISORS--EVALUATION--METHODS
  - *From MBO to MBR, 10-75.
- SUPERVISORS--PAY--RESEARCH
  - *Paying for performance and position: dilemmas in salary compression and merit pay, 12-11.
- SUPERVISORS--RESPONSIBILITIES
  - Constraints to effective motivation, 1-126.
  - Stepping up to supervision: planning for success, 1-190.
  - Communications in a manufacturing environment: a supervisor's perspective, 2-16.
  - Resolving performance problems, 2-192.
  - Coaching the troubled employee, 2-193.
  - Giving employees in crisis what they need, 3-59.
  - Simplifying the job of supervision, 3-202.
  - Shirt-sleeves management, 4-198.
  - Emphatic followup, 4-199.
  - Vitamins of human relations, 4-200.
  - The better they are informed, the better they perform, 4-212.
  - Management of systems analysts, 5-33.
  - Sexual harassment: can you afford not to clamp down? 5-34.
  - Orientation of new employees, 5-132.
  - Teaming up with management-support personnel, 5-194.
  - Misfit as a personnel problem, 5-195.
  - Supervisor as counselor — how to help the distressed employee, 5-196.
  - What to do about temps, 6-166.
  - Getting the job done: the psychology of supervision, 6-205.
  - Union organizing in the 1980s: the campaign for employee loyalty, 8-114.
  - Good starts for new employees, 8-181.
  - Teaching a caring attitude, 8-183.
  - "Step aside and let a pro do it!" 8-184.
  - Survey emphasizes the importance of WP supervisors, 9-40.
  - Limited, traditional world of supervisors, 9-161.
  - Be a better telephone reference, 10-6.
  - Corrective discipline process, 10-53.
  - Drugs at work: looking for the obvious, 10-59.
  - Measuring the vibrations, 10-93.
  - Turning down a suggestion without turning off the suggester, 10-101.
  - Supervise the job--don't do it, 10-188.
  - Jumping communications hurdles, 10-189.
  - Performance based supervisory development, 11-149.
  - Union organizing in the 1980s: after the union wins, 12-89.
  - Union organizing in the 1980s: the strike, 12-90.
  - Looking beyond individual productivity, 12-134.
  - Making it through the holidaze: the pre-holiday season, 12-1[illegible]7.
  - Positive side of unpopular decisions, 12-161.
- SUPERVISORS--RESPONSIBILITIES--RESEARCH
  - The foreman: is his job as bad as they say? 1-194.
  - Participation in decision-making: an examination of style and structure and their effects on member outcomes, 2-191.
  - Effects of outcome knowledge and content on supervisors' judgments, 3-167.
  - Manager's self assessments of managerial roles, 4-73.
- SUPERVISORS--RESPONSIBILITIES--TEXTBOOKS
  - Supervisory management; a skill-building approach, 1-189.
  - Supervisory management, 6-203.
  - Supervising, 9-162.
- SUPERVISORS--SELECTION
  - *Development of a procedure for examining trades and labor applicants for promotion to first-line supervisor, 3-209.
  - *Manual for evaluating applicants for promotion to Federal trades and labor first-line supervisory positions, 10-196.
- SUPERVISORS--SELECTION--RESEARCH
  - Transsituational variability in human performance within assessment centers, 11-5.
- SUPERVISORS--TRAINING
  - Employee/employer relations for supervisors; training course, 1-192.
  - Systematic approach to increasing supervisory skills, 8-177.
  - Supervisor as a manager: contributions and conflicts, 9-163.
  - *Supervisory Training Institute; curriculum catalog, 9-164.
  - Training supervisors to discipline effectively, 12-159.
- SUPERVISORS--TRAINING--ADMINISTRATION
  - Supervising new employees, 3-204.
  - Co-operative leadership: supervisory training at Ford, Cologne, 4-214.
  - Performance based supervisory development, 11-149.

SUPERVISORS--TRAINING--ADMINISTRATION--EVALUATION
Assessing training results, 3-218.
SUPERVISORS--TRAINING--BIBLIOGRAPHY
Management and supervisory training: a review and annotated bibliography, 2-79.
SUPERVISORS--TRAINING--CASE STUDIES
Co-operative leadership: supervisory training at Ford, Cologne, 4-214.
SUPERVISORS--TRAINING--EVALUATION
Enhancement of behavior modeling training of supervisory skills by the inclusion of retention processes, 8-180.
SUPERVISORS--TRAINING--RESEARCH
*Effects of a quality of work life intervention on paper processing, 5-91.
Enhancement of behavior modeling training of supervisory skills by the inclusion of retention processes, 8-180.
SURVEY FEEDBACK
"Did somebody forget to tell you? You're fired!", 7-90.
SYNTHETIC VALIDITY
Synthetic validity and its application to the Uniform Guidelines validation requirements, 8-7.
SYSTEMS ANALYSTS
Management of systems analysts, 5-33.
Problem analyst, 7-52.
SYSTEMS ANALYSTS--EVALUATION
Systems analyst performance: criteria and priorities, 4-158.
SYSTEMS ANALYSTS--RESPONSIBILITIES
Behavioral aspects of developing computer-based information systems, 5-31.

T

TARDINESS
Why some people are always late, 6-1.
Time theft, 10-55.
TARDINESS--CASE STUDIES
Effects of gaming on attendance and attitude, 5-1.
TARDINESS--CONTROL
Solving attendance problems, 10-1.
TASK ANALYSIS
Job competencies: can they help you design better training? 6-218.
TASK ANALYSIS--ADDRESSES, ESSAYS, LECTURES
*Task analysis and the ability requirements of tasks, 9-166.
TASK ANALYSIS--METHODS
Task-analytic approach to specifying tech training needs, 11-160.
TASK ANALYSIS--RESEARCH
Perceived task characteristics and employee performance: a literature review, 1-106.
Task analysis for process-control tasks: the method of Annett et al. applied, 2-97.
TEACHERS--PAY
Merit Pay, 5-25.
TEACHING--AIDS AND DEVICES
[Technological training aids] 2-202.
Forecasting the '80s and beyond--parts 1 and 2, 12-175.
TEACHING--METHODS
Instructional technique, 4-223.
TEAM DEVELOPMENT
Team management: a how-to approach to improved productivity, higher morale, and longer lasting job satisfacton, 2-82.
Stepping up to supervision: building an effective work group, 4-70.
Organizational development through team-building, 4-130.
Forging the workteam: beyond quality circles, 7-100.
Team development, part 6: variations of procedure meetings, 10-197.
Team development, part 7: its role at the workplace, 12-169.
TEAM DEVELOPMENT--ADMINISTRATION
Team development, part 2: how to select the appropriate TD approach, 2-197.
Team development, part 3: communication meetings, 4-207.
Team development, part 4 and part 5, 8-190.
TEAM DEVELOPMENT--METHODS
Team development, part 1: what is TD? why use it? 1-197.
TEAM DEVELOPMENT--RESEARCH
Application of team building, 5-202.
TEAMWORK
Semi-autonomous work groups and the social structure of the organization, 10-89.
TEAMWORK--CASE STUDIES
Conversations within self-managed work groups, 10-139.
TECHNICIANS--EDUCATION--DIRECTORIES
Accredited programs leading to degrees in engineering technology by institution, 1-184.
Accredited programs leading to degrees in engineering technology by program, 1-185.
TECHNICIANS--PAY
*Salaries of scientists, engineers and technicians; a summary of salary surveys, 1-187.

READEX FICHE best copy available

Technicians' and technologists' paychecks, 9-160.
TECHNICIANS--TRAINING
Why technical training will prosper in the '80s, 9-171.
TECHNICIANS--WORKFORCE PLANNING--CASE STUDIES
*Application of integrated human resource planning supply-demand models, 6-225.
TECHNOLOGICAL CHANGE
*Public technology; key to improved government productivity, 1-161.
Work life in the 1980s, 1-202.
Encounters with the future; a forecast of life into the 21st century, 10-128.
Technological change, 10-214.
TECHNOLOGICAL CHANGE--ADMINISTRATION
Tomorrow's office today, 4-37.
TECHNOLOGICAL CHANGE--COMPARATIVE STUDIES
Cooperation or conflict; European experiences with technological change at the workplace, 11-79.
TECHNOLOGICAL INNOVATIONS
Work won't be the same again, 7-227.
Forecasting the '80s and beyond--parts 1 and 2, 12-175.
TECHNOLOGY--ECONOMIC ASPECTS
Shape of industry to come, 2-60.
TECHNOLOGY--SOCIAL ASPECTS
Advanced technology and the quality of working life: the effects of word processing on video typists, 5-211.
Technology bill of rights, 12-87.
TECHNOLOGY--SOCIAL ASPECTS--RESEARCH
Effect of technology on alienation from work, 4-107.
TELECOMMUNICATIONS--CASE STUDIES
Why Texans love teleconferencing, 4-226.
TELEVISION--PRODUCTION AND DIRECTION
Careers behind the TV screen, 2-131.
TEMPORARY EMPLOYEES
Temporary help; profile of a growing industry, 3-103.
Temporary workers pay off for intelligent management, 6-165.
TEMPORARY EMPLOYEES--UTILIZATION
What to do about temps, 6-166.
Temporary help report: staffing the automated office, 8-95.
TENURE
Influence of group longevity: high performance research teams, 5-73.
Design and use of weighted application blanks, 9-101.
TENURE--RESEARCH
Another look at the link between work injuries and job experience, 4-195.
Seniority: a review of its legal and scientific standing, 8-203.
TENURE--STATISTICS
Faculty salaries, tenure and benefits 1980-81, 2-23.
TERMS OF EMPLOYMENT--CASES
*Snepp v. United States: the CIA secrecy agreement and the first amendment, 1-44.
Is an employer liable for damages after canceling a job offer, 4-12.
TEST ANXIETY--RESEARCH
Effects of item arrangement, knowledge of arrangement, test anxiety and sex on test performance, 5-198.
Toward improving the magnitude of relationships between test anxiety and sentence memory, 12-163.
TEST BIAS
Item bias issues: background, problems, and where we are today, 3-206.
Minimizing bias in educational testing, 3-207.
*Ability testing: uses, consequences, and controversies, 3-208.
TEST BIAS--RESEARCH
Issues in testing: coaching, disclosure, and ethnic bias, 8-186.
Measuring human abilities, 8-187.
TEST INTERPRETATION
Obtaining some degree of correspondence between unequatable scores, 12-168.
TEST INTERPRETATION--RESEARCH
Latent trait model contributions to criterion-referenced testing technology, 10-193.
TEST ITEMS
Item bias issues: background, problems, and where we are today, 3-206.
TEST ITEMS--RESEARCH
Effects of item arrangement, knowledge of arrangement, test anxiety and sex on test performance, 5-198.

TEST RELIABILITY--RESEARCH
  Validity and fairness of some alternative employee selection procedures, 5-7.
TEST SCORES--BIBLIOGRAPHY
  Test score decline; a review and annotated bibliography, 7-213.
TEST SCORES--RESEARCH
  Obtaining some degree of correspondence between unequatable scores, 12-168.
TEST VALIDITY
  Item bias issues: background, problems, and where we are today, 3-206.
  Are we validating more but publishing less? 5-197.
  Tailored testing, measurement problems and latent trait theory, 7-212.
  Employee selection: must every job test be validated? 10-190.
  Validity of licensure examinations, 10-195.
  Symposium: EEO policies and research: a retrospective on the seventies, 12-40.
TEST VALIDITY--CASES
  Employee selection: must every job test be validated? 10-190.
TEST VALIDITY--RESEARCH
  Estimation of the relative validity of employee selection tests from information commonly available in the presence of direct and indirect range restriction, 10-9.
  Development and validation of a self-report scored in-basket test in an assessment center setting, 11-60.
  Work sample tests: validity, adverse impact and applicant reaction, 11-152.
  Two pitfalls in assessing fairness of selection tests using the regression model, 11-153.
  Corrections for restriction of range and attenuation in criterion-related validation studies, 12-166.
TEST WISENESS--RESEARCH
  Effects of item arrangement, knowledge of arrangement, test anxiety and sex on test performance, 5-198.
  Issues in testing: coaching, disclosure, and ethnic bias, 8-186.
TESTS
  *Adverse impact: issues and implications, 3-205.
TESTS, ABILITY
  *Ability testing: uses, consequences, and controversies, 3-208.
TESTS, ABILITY--HISTORY
  Mismeasure of man, 10-192.
TESTS--ADMINISTRATION
  Personnel system improvement in Alabama: a court-approved system of testing, 1-196.
  *Development of a procedure for examining trades and labor applicants for promotion to first-line supervisor, 3-209.
  *Manual for evaluating applicants for promotion to Federal trades and labor first-line supervisory positions, 10-196.
TESTS--ADMINISTRATION--EVALUATION
  *Better guidance is needed for determining when examining authority should be delegated to Federal agencies, 10-12.
TESTS, APTITUDE
  *Adaptive testing without a computer, 2-195.
TESTS, APTITUDE--RESEARCH
  Measuring human abilities, 8-187.
  Use of job component analysis and related aptitudes in personnel selection, 11-10.
TESTS--CASES
  *Controversy over PACE: an examination of the evidence and implications of the Luevano consent decree for employment testing, 11-150.
TESTS--CONSTRUCTION
  Minimizing bias in educational testing, 3-207.
  *Development of a procedure for examining trades and labor applicants for promotion to first-line supervisor, 3-209.
  Individual performance assessment: an approach to criterion-referenced test development, 4-202.
TESTS--CONSTRUCTION--METHODS
  How to prepare and conduct job element examinations, 12-167.
TESTS--CONSTRUCTION--RESEARCH
  Adverse impact from a psychometric perspective, 10-194.
TESTS--EVALUATION
  *Ability testing: uses, consequences, and controversies, 3-208.
TESTS--EVALUATION--RESEARCH
  Issues in testing: coaching, disclosure, and ethnic bias, 8-186.
  Measuring human abilities, 8-187.
TESTS, MENTAL
  Who's intelligent? 5-199.
TESTS, MENTAL--HISTORY
  Mismeasure of man, 10-192.
TESTS, PERFORMANCE
  Contemporary views on criterion-referenced testing, 8-185.
TESTS, PERFORMANCE--ADDRESSES, ESSAYS, LECTURES
  *Task analysis and the ability requirements of tasks, 9-166.
TESTS, PERFORMANCE--RESEARCH
  Performance test objectivity: a comparison of rater accuracy and reliability using three observation forms, 9-165.

Moderating effect of situational control of performance variance on the relationship between individual differences and performance, 11-151.
Work sample tests: validity, adverse impact and applicant reaction, 11-152.

TESTS, PERSONALITY--HISTORY
Mismeasure of man, 10-192.

TESTS--RESEARCH
*Adaptive testing without a computer, 2-195.
Two pitfalls in assessing fairness of selection tests using the regression model, 11-153.

TESTS--SCORING--HANDBOOKS, MANUALS, ETC.
*Manual for evaluating applicants for promotion to Federal trades and labor first-line supervisory positions, 10-196.

TESTS--SCORING--METHODS
*Guide to the setting of appropriate cutting scores for written tests 4-203.

TESTS--SELF-AIDS
*Barron's how to prepare for civil service examinations, 2-196.
*Civil service handbook: how to get a civil service job, 4-109.
*Practice for civil service promotion to supervisory and administrative positions, 5-192.

TIME ALLOCATION--ANECDOTES, FACETIAE, SATIRE, ETC.
How good a time-killer are you? 11-88.

TIME AND MOTION STUDY
Motion and time study; design and measure of work, 2-162.

TIME-IN-GRADE RESTRICTIONS
*Time-in-grade and upward mobility, 11-46.

TIME MANAGEMENT
Time management--but what about your people? 1-120.
Managing HRD time: a guide for trainers, 2-120.
How to stop wasting time--experts' advice, 2-124.
Managing time: positive clock-watching, 2-125.
Managing time and job pressure, 2-188.
How to improve your "timing," 3-140.
Time management and personal effectiveness, 3-141.
Time-management for executives, 4-126.
Of time and the manager, 5-121.
Managers can avoid wasting time, 6-126.
ABC's of getting things done, 6-129.
Managing your time puts you in control, 6-130.
Management time: who's got the monkey? 6-131.
How to stop wasting time, 7-151.
Manage the flood of information, don't be managed by it, 8-123.
Successful time habits, 9-110.
High cost of employee theft, 11-34.
How good a time-killer are you? 11-88.

TIME-SERIES ANALYSIS
Time series analysis system for person-job match data, 11-86.

TORTS
Toward a constitutional law of torts; the Burger Court and official liability, 9-13.

TRAINING
*Employee training in the Federal service, fiscal year 1980, 3-211.
*Federal training guide, 8-192.
Question of performance, 11-156.
*OPM; the government's trainer, 12-173.

TRAINING ADMINISTRATION
Teaching hints for training instructors, 1-199.
Designing and implementing distributed education, 2-199.
Organization as teacher; getting behind the employee, 3-213.
Case for human resource development, 3-214.
Human capital: the future for private training, 3-215.
Developing HRD and OD: the profession and the professional--a dialogue with Gordon L. Lippitt, 3-216.
Training for trainers, 4-211.
Incentives in training, 4-215.
Task analysis: training's enduring workhorse, 4-216.
Six media guidelines for memorable training, 4-219.
Distinguishing between education and training--and selling them both, 6-212.
*Federal employee use of off-campus college and university programs, 6-214.
Making human resource development a reality, 7-219.
Professional accreditation training programs: an overlooked resource? 7-220.
Federal training guide, 8-192.
Training those who design training programs, 8-196.
Self-examination for training developers, 8-198.
Eight steps to clarify a training philosophy for you and your department, 10-198.
Standard procedures: a quick path to technical training, 10-199.

Seminars for success, 11-158.
Developing and training human resources in organizations, 11-162.
Training and developing women managers, 12-54.
Skill building in the training and development assault ladder, 12-178.
Designing training programs: the critical events model, 12-180.

TRAINING ADMINISTRATION--ADDRESSES, ESSAYS, LECTURES
Designing and delivering cost-effective training - and measuring the results, 8-193.

TRAINING ADMINISTRATION--CASE STUDIES
*Training at GAO: a systematic approach, 1-198.
How Honeywell wrung the most from telephone sales, 2-200.
Training with a focus on the individual, 9-174.
Increase the stakes to expand your training effectiveness, 11-62.
U.S. training census and trends report, 1982, 12-183.

TRAINING ADMINISTRATION--RESEARCH
Planning for tomorrow: increased productivity through education and training, 5-204.
Study of training in industry, 7-216.
Personnel training and development decision making cost-benefit analysis model, 8-195.
Training as an instrument of a strategy for the improvement of working conditions and environment, 12-176.

TRAINING ADMINISTRATION--STATISTICS
U.S. training census and trends report, 12-183.

TRAINING ADMINISTRATION--STUDY AND TEACHING
Training of trainers, 4-217.

TRAINING--AUDIO-VISUAL AIDS
Six media guidelines for memorable training, 4-219.
How computers can help adults overcome the fear of learning, 4-227.

TRAINING CATALOGS, SCHEDULES, ETC.
*Defense management education and training, 4-208.
Training and educational programs in automatic data processing, 4-209.
*Supervisory Training Institute; curriculum catalog, 9-164.
*Communications Training Institute curriculum catalog, FY83, 10-202.

TRAINING--COMPARATIVE STUDIES
China: an HRD study tour, 9-169.

TRAINING CONSULTANTS
Dealing other people's products to start an HRD consulting practice, 7-46.
International training, 11-159.

TRAINING COSTS
Looking at T&D in the light of P&L, 2-201.
How the training dollar is spent, 11-161.

TRAINING COSTS--EVALUATION
Training evaluation, 10-203.

TRAINING COURSES OF STUDY
*Career advancement, 4-205.
Training--a new approach, 4-213.
How to design a computer terminal operations course, 6-213.
Leader's guide on performance standards and organizational concepts, 10-146.
Professional development of human resource managers; report, 10-154.
Performance based supervisory development, 11-149.

TRAINING COURSES OF STUDY--DIRECTORIES
Local government innovative training tool directory, 7-215.

TRAINING DEPARTMENTS--ADMINISTRATION
Looking at T&D in the light of P&L, 2-201.
Triple perceptions of the trainer: strategies for change, 12-181.
Sales training managers, 12-182.

TRAINING--DIRECTORIES
Human resource development standards; a self-evaluation manual for HRD managers and specialists, 1-152.
Local government innovative training tool directory, 7-215.

TRAINING DIRECTORS--ATTITUDES
Training effectiveness: changing attitudes, 2-207.

TRAINING DIRECTORS--EDUCATION
HRD degrees by mail, 2-204.

TRAINING DIRECTORS--RESPONSIBILITIES
Managing HRD time: a guide for trainers, 2-120.
Toning down young trainers--without turning them off, 7-221.
Sales training managers, 12-182.

TRAINING DIRECTORS--TRAINING
Training those who design training programs, 8-196.

TRAINING--ECONOMIC ASPECTS
Training vistas: some professional concerns, 8-191.

TRAINING EVALUATION
Making evaluation more useful, 2-205.
Seminars for success, 11-158.
Using performance appraisals to enhance training programs, 12-179.
Evaluating corporate sales training programs, 12-185.

TRAINING EVALUATION--ADDRESSES, ESSAYS, LECTURES
Designing and delivering cost-effective training - and measuring the results, 8-193.

TRAINING EVALUATION--ADMINISTRATION--EVALUATION
- Evaluating the effectiveness of management training, 6-80.

TRAINING EVALUATION--CASE STUDIES
- How assessment centers are used to evaluate training's effectiveness, 4-3.
- Evaluating a communications training program, 12-184.

TRAINING EVALUATION--METHODS
- *Structured interview methodology for collecting training feedback information, 3-217.
- Assessing training results, 3-218.
- How assessment centers are used to evaluate training's effectiveness, 4-3.
- Using 'utilization' to measure training results, 4-221.
- Assessing the economic impact of personnel programs on workforce productivity, 8-199.
- Training evaluation, 10-203.
- Evaluating a communications training program, 12-184.

TRAINING EVALUATION--RESEARCH
- Observation of interaction processes in practical training, 2-206.
- Effects of refresher training on job-task typewriting performance, 7-222.
- Testing the hierarchy theory of training evaluation: an expanded role for trainee reactions, 9-181.

TRAINING EVALUATION--STUDY AND TEACHING
- Training of trainers, 4-217.

TRAINING--HISTORY
- *Manpower, personnel, and training research and development in the United States Air Force, 1946-1979, 11-154.

TRAINING METHODS
- Training for trainers, 4-211.
- Behavior modeling, 4-222.
- Games and simulations in training, 4-225.
- Why Texans love teleconferencing, 4-226.
- Adding the new technology to your training repertoire, 6-215.
- New and tested ways to use slides for effective training, 6-216.
- Training films, 6-217.
- Facilitative trainer, 8-194.
- Trainer as "scapegoat," 8-197.
- What behavior modeling training is all about and how it works, 9-183.
- Study circles: personal and professional fulfillment for employees, 9-185.
- Developing and training human resources in organisations, 11-162.
- Guiding job performance with job aids, 11-163.
- Planning for an indirect training style, 11-164.
- Co-training: a synergistic outcome, 11-165.
- Computer-based learning; the key 'technological multiplier' for technology transfer, 11-166.
- ABCs of ISD, 11-167.
- Build a performance system--not a training system! 11-168.
- How, what and why of stress management training, 12-32.
- Skill building in the training and development assault ladder, 12-178.

TRAINING METHODS--BIBLIOGRAPHY
- Management and supervisory training: a review and annotated bibliography, 2-79.

TRAINING METHODS--CASE STUDIES
- How USAir made training take off with slides, 7-223.

TRAINING METHODS--EVALUATION
- Goal setting interview skills training: simulated and on-the-job analyses, 2-78.
- Training effectiveness: changing attitudes, 2-207.

TRAINING METHODS--BIBLIOGRAPHY
- Management and interview skills training: simulated and on-the-job analyses, 2-78.
- Training effectiveness: changing attitudes, 2-207.

TRAINING METHODS--RESEARCH
- Study of training in industry, 7-216.

TRAINING NEEDS ANALYSIS
- Training needs assessment for criminal justice agencies, 3-210.
- Task analysis: training's enduring workhorse, 4-216.
- Individual management development program, 9-75.
- Alternative approach to assessing management development needs, 9-77.
- Training needs of people new to training, 9-175.
- Nominal group technique: applications for training needs assessment, 9-180.
- Quality of work life, 9-193.
- Data collection, 10-200.
- Task-analytic approach to specifying tech training needs, 11-160.
- Using performance appraisals to enhance training programs, 12-179.
- Designing training programs: the critical events model, 12-180.

TRAINING NEEDS ANALYSIS--METHODS
- Flow-process charts: how they help determine employee training needs, 4-218.
- Figuring things out; a trainer's guide to needs and task analysis, 4-220.

TRAINING NEEDS ANALYSIS--STUDY AND TEACHING
  Training of trainers, 4-217.
TRAINING OFFICERS
  Toning down young trainers--without turning them off, 7-221.
TRAINING OFFICERS--ATTITUDES
  Understanding--and adapting--your instructional style, 2-203.
TRAINING OFFICERS--RESPONSIBILITIES
  Employee attitude surveys--a new role for trainers? 4-5.
  Facilitative trainer, 8-194.
  Trainer as "scapegoat," 8-197.
  Competency analysis for trainers: a model for professionalization, 9-177.
  Planning for an indirect training style, 11-164.
  Co-training: a synergistic outcome, 11-165.
  Triple perceptions of the trainer: strategies for change, 12-181.
TRAINING OFFICERS--STATISTICS
  U.S. training census and trends report, 12-183.
TRAINING OFFICERS--TRAINING
  Competency analysis for trainers: a model for professionalization, 9-177.
TRAINING OFFICERS--TRAINING--ADMINISTRATION
  "Professional development for new trainers," 9-173.
  Training needs of people new to training, 9-175.
TRAINING PLANNING
  Data collection, 10-200.
  Pre-preparation for training, 10-201.
  Designing training programs: the critical events model, 12-180.
TRAINING PLANNING--CASE STUDIES
  *Training at GAO: a systematic approach, 1-198.
TRAINING--RESEARCH
  Study of training in industry, 7-216.
  On sustaining procedural skills over a prolonged retention interval, 12-171.
TRANSFER OF TRAINING
  Management actions to support transfer of training, 9-172.
  Relapse prevention for managerial training: a model for maintenance of behavior change, 10-86.
  Problem of transfer calls for partnership, 11-155.
  Primer on transfer of training, 12-177.
TRANSFER OF TRAINING--RESEARCH
  Investigation of the adoption process in training technology transfer, 7-214.
TRANSITIONS, PRESIDENTIAL--ADMINISTRATION--EVALUATION
  Effects of the Presidential transition on the Senior Executive Service, 6-65.
  Personnel conversions during Presidential transitions, 7-17.
TRANSPORTATION, EMPLOYEE--BIBLIOGRAPHY
  Flexible work hours and transportation, 5-80.
TRANSPORTATION, EMPLOYEE--RESEARCH
  Travel impacts of TSM actions, 2-209.
TRAVEL--ADMINISTRATION--EVALUATION
  *Travel by certain noncareer government officials, 9-62.
TRAVEL EXPENSES
  *Federal and contractor employee travel and relocation cost reimbursements differ, 9-154.
TRAVEL EXPENSES--COMPARATIVE STUDIES
  *Federal and contractor employee travel and relocation cost reimbursements differ, 9-154.
TRAVEL REGULATIONS
  *Constituent's complaint about the restriction of Federal employees using foreign-flag air carriers, 8-200.
TRUST (PSYCHOLOGY)
  "Trust as a productivity management tool," 9-87.
TYPISTS--TRAINING
  Effects of refresher training on job-task typewriting performance, 7-222.

U

UNDEREMPLOYMENT--PSYCHOLOGICAL ASPECTS
  Professionals in search of work; coping with the stress of job loss and underemployment, 11-127.
UNEMPLOYED
  If you lose your job--ways to survive, 10-173.
UNEMPLOYED--PSYCHOLOGY
  Professionals in search of work; coping with the stress of job loss and underemployment, 11-127.
UNEMPLOYED--STATISTICS
  Geographic profile of employment and unemployment, 1980, 6-107.
UNEMPLOYMENT COMPENSATION
  Effects of unemployment benefits paid to voluntary job leavers, 12-93.
UNEMPLOYMENT COMPENSATION--LAW AND LEGISLATION
  Unemployment insurance: trends and issues, 6-219.

UNEMPLOYMENT COMPENSATION--STATISTICS
Unemployment insurance: trends and issues, 6-219.
UNFAIR LABOR PRACTICES--ADMINISTRATION
*Applying Collyer in the Federal sector, 8-111.
UNION MEMBERS
Managers as union activists, 2-52.
Arbitrating the termination of a union activist, 3-189.
UNION MEMBERS--ATTITUDES
Union commitment: replication and extension, 12-88.
UNION MEMBERS--PAY
Unionization and income inequality, 1-29.
Union impact on hospital wages and fringe benefits, 3-25.
It's not only unions that face "givebacks," 7-33.
Why public worker pay pacts are holding up, 11-25.
UNION ORGANIZING
Unions move into the office, 3-129.
Union organization attempts: management's response, 4-119.
Antipathies of organized labor, 7-138.
Preventive labor relations; an office perspective, 8-107.
Union organizing in the 1980s: prelude to a union campaign, 8-113.
Union organizing in the 1980s: the campaign for employee loyalty, 8-114.
Union organizing in the 1980s: after the union wins, 12-89.
UNION ORGANIZING--CASE STUDIES
Formal policies and procedures can forestall unionization, 6-112.
UNION SECURITY--CASES
Anderson v. General Dynamics Convair Aerospace Division: first amendment establishment clause challenge to Title VII's mandated accommodation of religion, 1-54.
UNION STEWARDS
Reducing the adversary relationship, 3-124.
Union organizing in the 1980s: after the union wins, 12-89.
UNION STEWARDS--CHARACTERISTICS
Antecedents of grievance filing behavior, 4-78.
UNIONS
Sex discrimination in employment and possible liabilities of labor unions: implications of County of Washington v. Gunther, 3-70.
Not the union ... the people, 6-115.
Union-nonunion wage differentials: a replication and extension, 8-26.
Union effects on the provision of health insurance, 8-100.
Who needs unions? 8-112.
Why unions lose at many companies, 9-98.
UNIONS--ADMINISTRATION--EVALUATION
Antipathies of organized labor, 7-138.
UNIONS--COMPARATIVE STUDIES
What American labor/management can learn from Japanese unions, 9-99.
UNIONS--EVALUATION
Nonreferral unions and equal employment opportunities, 6-56.
UNIONS--OFFICERS
How to get along with a union, 9-100.
UNIONS--OFFICERS--ATTITUDES
Antipathies of organized labor, 7-138.
UNIONS--OFFICERS--CHARACTERISTICS
Becoming a union leader, 4-120.
UNIONS--RECOGNITION--CASE STUDIES
Decertification process: evidence from California, 8-106.
UNIONS--RECOGNITION--CASES
Politics and labor relations in Virginia: the defeat of public sector unionism, 3-126.
UNIONS--RECOGNITION--RESEARCH
Decertification process: evidence from California, 8-106.
UNIONS--RECOGNITION--STATISTICS
*Union recognition in the Federal government, 10-115.
UNIONS--STATISTICS
*Union recognition in the Federal government, 10-115.
U.S. BUREAU OF PRISONS
Department of Justice needs to address the problem of two personnel investigations being conducted on all Bureau of Prisons employees, 9-93.
U.S. CIVIL SERVICE COMMISSIONERS--ATTITUDES
United States civil service; reflections on its centennial, 8-11.
U.S. CONGRESS
People's lobby: an AFL-CIO report on the 96th Congress, 5-100.
U.S. CONGRESS--ADDRESSES, ESSAYS, LECTURES
The new Congress, 1-164.
U.S. CONGRESS--HISTORY
Decline and resurgence of Congress, 1-166.
U.S. DEPARTMENT OF EDUCATION--ADMINISTRATION--EVALUATION
Staffing levels in the Department of Education, 4-168.
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES--ADMINISTRATION--EVALUATION
Staffing levels in the Department of Education, 4-168.
U.S. DEPARTMENT OF THE AIR FORCE
Making productivity fly at the Air Force, 5-152.

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION--ADMINISTRATION
  A look at equal opportunity in employment, 7-65.
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION--RULES AND PRACTICE
  Age Discrimination in Employment guidelines, 4-50.
  EEOC's new Equal Pay Act guidelines, 10-39.
U.S. FEDERAL AVIATION ADMINISTRATION
  Workforce planning methodology for support of a high technology facility modernization program, 10-217.
U.S. FEDERAL AVIATION ADMINISTRATION--ADMINISTRATION--EVALUATION
  Management and employee relationships within the Federal Aviation Administration, 6-113.
U.S. FOREIGN SERVICE INSTITUTE
  Career advancement, 4-205.
U.S. GENERAL ACCOUNTING OFFICE
  Career development: a collaborative approach, 11-8.
U.S. HOUSE OF REPRESENTATIVES
  House at work, 5-144.
U.S. IMMIGRATION AND NATURALIZATION SERVICE--ADMINISTRATION--EVALUATION
  Management improvements in the Immigration and Naturalization Service, 12-98.
U.S. MERIT SYSTEMS PROTECTION BOARD
  Study of the implementation and utilization of the Merit Systems Protection Board in adverse action cases, 5-2.
  Opinions of the Merit Systems Protection Board: a study in administrative adjudication, 5-15.
U.S. MERIT SYSTEMS PROTECTION BOARD--ADMINISTRATION--EVALUATION
  Study of MSPB appeals decisions for FY 1980, 11-3.
U.S. MERIT SYSTEMS PROTECTION BOARD. OFFICE OF THE SPECIAL COUNSEL--ADMINISTRATION--EVALUATION
  Observations on the Office of the Special Counsel's operations, 6-184.
  Agency critics often whistle solitary tune, 11-50.
U.S. MERIT SYSTEMS PROTECTION BOARD--RULES AND PRACTICE
  Rescuing Riffs: an overview of the Merit Systems Protection Board, 9-15.
U.S. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION--RULES AND PRACTICE
  Arbitral dilemma; the resolution of Federal sector asbestos differential disputes, 5-27.
U.S. OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS--ADMINISTRATION
  New directions for OFCCP, 2-48.
U.S. OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS--ADMINISTRATION--EVALUATION
  Committee analysis of Executive Order 11246 (the affirmative action program), 8-54.
U.S. OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS--RULES AND PRACTICE
  New directions for OFCCP, 2-48.
U.S. OFFICE OF GOVERNMENT ETHICS
  Is Federal ethics law really working? 1-61.
U.S. OFFICE OF PERSONNEL MANAGEMENT
  Civil service reform in the USA: promise versus reality, 11-12.
U.S. OFFICE OF PERSONNEL MANAGEMENT--ADMINISTRATION
  OPM; the year in review, 1981, 11-16.
U.S. OFFICE OF PERSONNEL MANAGEMENT--ADMINISTRATION--EVALUATION
  Government management finally being brought to heel, 7-12.
  Confronting racial isolation in Miami, 9-49.
  Terminating benefits to economically recovered disability retirees should be more timely, 10-181.
  Delegated personnel management authorities: better monitoring and oversight needed, 11-115.
U.S. OFFICE OF PERSONNEL MANAGEMENT--RULES AND PRACTICE
  A (relatively) simple guide to RIF, 1-171.
U.S. OFFICE OF PERSONNEL MANAGEMENT. WORKFORCE EFFECTIVENESS AND DEVELOPMENT GROUP
  OPM; the government's trainer, 12-173.
U.S. POSTAL SERVICE
  Political reversibility of administrative reform: a case study of the United States Postal Service, 12-141.
U.S. POSTAL SERVICE--ADMINISTRATION--EVALUATION
  Postal Service needs stricter control over employee absences, 11-2.
U.S. SOCIAL SECURITY ADMINISTRATION
  Personnel data; year ending June 30, 1981, 9-21.
UNIVERSITIES AND COLLEGES--STATISTICS
  Fact book for academic administrators, 1-16.
UPWARD MOBILITY
  *Time-in-grade and upward mobility, 11-46.

V

VETERANS--BENEFITS
  Federal benefits for veterans and dependents, 3-13.
  Developments in aging: 1979, 3-195.

VETERANS, DISABLED--EMPLOYMENT
*Annual report of the U.S. Equal Employment Opportunity Commission, FY 1981, 11-67.
VETERANS--EMPLOYMENT
*Federal benefits for veterans and dependents, 3-13.
*Veterans readjustment appointments; questions and answers about a program of assistance to Vietnam veterans, 8-15.
*Veterans' preference in Federal employment, 9-20.
VETERANS--EMPLOYMENT--LAW AND LEGISLATION
*Old age, handicapped, and Vietnam-era anti-discrimination legislation, 4-52.
VETERANS--PREFERENCE
*Federal benefits for veterans and dependents, 3-13.
*Veterans' preference in Federal employment, 9-20.
VIOLENCE
At the sharp end, 8-202.
VISUAL AIDS
How to make and evaluate video models, 2-198.
VOCATIONAL COUNSELING
Inside the creative process of counseling: vocational decision making takes place, 3-43.
Career counseling from a cognitive perspective, 3-44.
VOCATIONAL COUNSELING--ADDRESSES, ESSAYS, LECTURES
Career development in the 1980s; theory and practice, 11-6.

W

WAGE-PRICE POLICY
White collar layoffs and cutbacks, 12-146.
WAGE-PRICE POLICY--ADDRESSES, ESSAYS, LECTURES
Fuller employment with less inflation, 1-162.
WAGE SYSTEM EMPLOYEES--PAY
*Annual report 1981 of the U.S. Federal Prevailing Rate Advisory Committee, 11-23.
WAGE SYSTEM EMPLOYEES--STATISTICS
*Occupations of Federal blue-collar workers, October 31, 1980, 2-9.
WHISTLEBLOWING
*Whistleblowing and the Federal employee; blowing the whistle on fraud, waste, and mismanagement--who does it and what happens, 1-47.
Is whistle-blowing the same as informing? 2-49.
Constitutional protection for whistle blowers: has the first amendment called in sick? 3-53.
*Agency critics often whistle solitary tune, 11-50.
*Bureaucrats 2, Presidents 0, 12-5.
WHITE COLLAR WORKERS--EMPLOYMENT
Shrinking the white collar ranks, 11-131.
WHITE COLLAR WORKERS--PAY
White-collar pay levels linked to corporate work force size, 7-29.
It's not only unions that face "givebacks," 7-33.
WHITE COLLAR WORKERS--UNIONS
Unions move into the office, 3-129.
WHITE COLLAR WORKERS--UNIONS--CASES
White-collar and professional unionization, 4-112.
WHITE COLLAR WORKERS--UTILIZATION
White-collar productivity and the growth of administrative overhead, 10-155.
WOMEN--ATTITUDES
Comparative analysis of female-male early youth careers, 8-201.
WOMEN--ATTITUDES--RESEARCH
Career indecisions in adult women: a comparative and descriptive study, 2-133.
WOMEN--ATTITUDES TOWARD
Comment on the dimensionality and reliability of the Women as Managers Scale (WAMS), 2-54.
What men are saying about women in business, 5-206.
Territorial issue: a study of women in the construction trades, 5-209.
How executives see women in management, 8-60.
Organizational dilemma: sex differences in attitudes toward women held by future managers, 10-208.
Subconscious stereotyping in personnel decisions, 11-45.
Training and developing women managers, 12-54.
WOMEN--CAREER OPPORTUNITIES
Helping women find employment in the high-technology field, 2-210.
High-paying blue-collar jobs for women, 3-223.
WOMEN--CAREER OPPORTUNITIES--RESEARCH
Differences between women who choose traditional and nontraditional careers, 8-131.
WOMEN--CAREER PLANNING--RESEARCH
Need fulfillment in the career development of women, 4-7.
WOMEN--CHARACTERISTICS
Paid employment and women's psychological well-being, 9-189.
WOMEN COLLEGE GRADUATES
Boosting the careers of B-school grads, 11-17.

WOMEN COLLEGE GRADUATES--ATTITUDES
  Job orientation of black and white college graduates in business, 5-16.
WOMEN COLLEGE GRADUATES--CHARACTERISTICS
  Sex differences in personality traits of female and male master of business administration students, 7-20.
WOMEN COLLEGE GRADUATES--PAY
  Wage differences between male and female MBAs, 7-22.
WOMEN COLLEGE PROFESSORS
  Role of mentors in developing careers: do women need mentors? 4-8.
WOMEN COLLEGE PROFESSORS--PAY
  Rocky road through the 1980s: annual report on the economic status of the profession, 1980-81, 3-20.
WOMEN COLLEGE STUDENTS--ATTITUDES
  Woman MBA: a positive employment profile, 10-31.
WOMEN--COUNSELING
  Promoting the personal growth and vocational maturity of the re-entry women: a group approach, 1-40.
WOMEN--DIRECTORIES
  Women's yellow pages; 570+ organizations concerned with women's issues, 2-212.
WOMEN--DISCRIMINATION
  Sex discrimination in employment and possible liabilities of labor unions: implications of County of Washington v. Gunther, 3-70.
  Conflict! Equal employment versus occupational health, 3-73.
  Equal pay for work of comparable value, 6-23.
  Equal pay fight, 7-34.
  Breaching the next barricade; pay equity for women, 7-43.
  Women, work and age discrimination, 7-161.
  Proceedings of the 34th annual meeting [Industrial Relations Research Association] 8-23.
  Sexual harassment, 8-40.
  Career outcomes in a matched sample of men and women Ph.D.s; an analytical report, 11-126.
  Discrimination: why does it work? 12-186.
WOMEN--DISCRIMINATION--BIBLIOGRAPHY
  Equal pay for work of comparable worth, 6-19.
WOMEN--DISCRIMINATION--CASES
  Equal pay, equal work, and the United States Supreme Court, 1-25.
  Pregnancy disability amendment: what the law provides: part 1, 3-34.
  New Supereme Court Title VII pay equity decision; County of Washington v. Gunther, 7-24.
  Pay equity action strategies and case summaries, 7-25.
  Burdine: sex discrimination, promotion, and arbitration, 9-45.
  Pregnancy disability amendment: what the law provides, 9-188.
WOMEN--DISCRIMINATION--LAW AND LEGISLATION
  What every supervisor should know about women (and the law), 1-201.
WOMEN EMPLOYEES
  Path analytic model of human capital and organizational job characteristics on female job satisfaction, 1-110.
  Women in coal mines: PPE, where are you? 3-199.
WOMEN EMPLOYEES--ATTITUDES
  Men and women at work: similarities and differences in work values within occupational groupings, 9-194.
  Work satisfaction among women in nontraditional occupations, 11-75.
WOMEN EMPLOYEES--CHARACTERISTICS
  Typology of working women, 12-187.
WOMEN EMPLOYEES--STATISTICS
  Women in the Canadian public service 1980, 8-17.
WOMEN EMPLOYEES--UTILIZATION
  Sex discrimination against women in initial placement decisions: a laboratory investigation, 2-4.

WOMEN--EMPLOYMENT
  Women in the civil service, 1-13.
  Uses and limitations of male/female data, 1-52.
  Changing work force poses challenges, 1-200.
  Treatment services for drug dependent women, 2-211.
  Genes and gender in the workplace, 3-55.
  Getting and keeping women in nontraditional careers, 3-221.
  High-paying blue-collar jobs for women, 3-223.
  America now: the anthropology of a changing culture, 3-225.
  Achievement orientation, attainment values, and women's employment, 4-229.
  Assessing the distribution of minorities and women in relevant labor markets, 7-66.
  Tremendous opportunities exist for women in professional selling, 9-119.
  Paid employment and women's psychological well-being, 9-189.
  Moving target; what every marketer should know about women, 10-204.
  Blue-collar women; pioneers on the male frontier, 10-209.
  What women earn, 11-21.
  Discrimination: why does it work? 12-186.
  Sex discrimination in employment, 5-208.
  Territorial issue: a study of women in the construction trades, 5-209.
  Comparative analysis of female-male early youth careers, 8-201.
  Differences between women who choose traditional and nontraditional careers, 8-131.
  Occupational sex segregation, 10-206.
  Job commitment and the organizational woman, 11-169.
  Vocational behavior and career development, 1981, 11-175.
WOMEN--EMPLOYMENT--ADDRESSES, ESSAYS, LECTURES
  Women in the workplace, 10-210.
WOMEN--EMPLOYMENT--BIBLIOGRAPHY
  Women in professional and technical occupations, 5-210.
WOMEN--EMPLOYMENT--CASE STUDIES
  Blue collar women? Yes! 3-222.
  After the pioneers; prospects for women in nontraditional blue-collar jobs, 11-170.
WOMEN--EMPLOYMENT--HISTORY
  *"To barter their souls for gold:" female Federal clerical workers in late nineteenth-century America, 6-220.
  *Out to work: a history of wage-earning women in the United States, 6-221.
  Mechanization of women's work, 10-207.
WOMEN--EMPLOYMENT--PICTORIAL WORKS
  Women at work; 153 photographs by Lewis W. Hine, 4-230.
WOMEN--EMPLOYMENT--PSYCHOLOGICAL ASPECTS
  Women and work; a psychological perspective, 7-225.
WOMEN--EMPLOYMENT--RESEARCH
  Career indecisions in adult women: a comparative and descriptive study, 2-133.
WOMEN--EMPLOYMENT--STATISTICS
  Equal employment opportunity - 1979; job patterns for minorities and women in private industry, 1-60.
  Women scientists and engineers: trends in participation, 2-187.
  Women hard-hats losing ground as slump, budget cuts take toll, 5-207.
  Working women and childbearing, 6-222.
  Equal employment opportunity statistics, November 1980, 8-55.
  Mechanization of women's work, 10-207.
  Equal employment opportunity report - 1980; job patterns for minorities and women in private industry, 11-47.
  Minorities and women in state and local government, 11-48.
WOMEN ENGINEERS
  Where are the women engineers? 6-202.
  Why does the secretary hate me, and other laments of the professionally educated woman employee, 7-208.
WOMEN ENGINEERS--EMPLOYMENT
  Women scientists and engineers: trends in participation, 2-187.
WOMEN ENGINEERS--STATISTICS
  *Women and minorities in science and engineering, 8-175.
WOMEN EXECUTIVES
  Comment on the dimensionality and reliability of the Women as Managers Scale (WAMS), 2-54.
  Relocating women managers: can your company meet their needs? 3-186.
  Women and minorities in administration of higher education institutions, 4-53.
  What men are saying about women in business, 5-206.
  Woman manager in the United States, 6-60.
  Upward mobility, 6-67.
  In the spotlight; women executives in a changing environment, 7-70.
  Networks: businesswomen expand their horizons, 8-61.

Boosting the careers of B-school grads, 11-17.

WOMEN EXECUTIVES--ADDRESSES, ESSAYS, LECTURES
Women in the workplace, 10-210.

WOMEN EXECUTIVES--ATTITUDES
Women and equal employment opportunity: some unintended effects, 4-61.

WOMEN EXECUTIVES--BIBLIOGRAPHY
Woman manager in the United States, 6-60.

WOMEN EXECUTIVES--CHARACTERISTICS
First few years on the job: women in management, 1-71.
Effects of sex differences on the preference for utilization of conflict styles of managers in a work setting, 1-72.
Combining home and career responsibilities: the methods used by women executives in higher education, 1-74.
Women executives: what holds so many back? 3-84.
When women take over as bosses, 4-65.
Why can't a woman be more like a man? 4-66.
Racism and sexism in corporate life, 5-59.
*Women in the higher civil service, 6-72.
High cost of stress on women managers, 7-91.
Fast tracks to success for women in personnel, 8-66.
Young management women: a new look, 8-73.
Women entering management: differences in perceptions of factors influencing integration, 9-56.
Why can't a woman be more like a man? an interactional note on organizational game-playing for managerial women, 9-59.
Sex effects on performance ratings in manager-subordinate dyads: a field study, 10-147.

WOMEN EXECUTIVES--EMPLOYMENT
Working around motherhood, 7-72.

WOMEN EXECUTIVES--RESPONSIBILITIES
Five key questions for women in business, 7-95.

WOMEN EXECUTIVES--STATISTICS
Women in the Canadian public service 1980, 8-17.

WOMEN EXECUTIVES--TRAINING
Training and developing women managers, 12-54.

WOMEN LAWYERS
Women lawyers in England; the experience of inequality, 11-128.

WOMEN MIDDLE MANAGERS--STATISTICS
Does tradition affect affirmative action results? how Pennsylvania achieved changes at the middle management level, 11-91.

WOMEN MILITARY PERSONNEL
Women in the military, 4-231.
Where women will fit in the new Army, 11-173.

WOMEN--MOTIVATION--RESEARCH
Fear of success and women employees, 9-187.

WOMEN--OLDER WORKER
Women, work and age discrimination, 7-161.

WOMEN--PAY
Pay equity and the San Jose strike, 1-22.
Earnings differences and trends, 6-18.
*Two views on equal pay for work of comparable worth: is it a Federal sector issue? 9-28.
What women earn, 11-21.

WOMEN--PAY--BIBLIOGRAPHY
Women in professional and technical occupations, 5-210.

WOMEN--PAY--CASES
Comparable worth issue, 1-17.
Sex-based wage discrimination claims after County of Washington v. Gunther, 4-24.

WOMEN--PAY--RESEARCH
Labor force participation, work experience, and the pay gap between men and women, 10-43.

WOMEN POLITICAL EXECUTIVES--DIRECTORIES
Massachusetts directory of women elected municipal officials, 7-71.

WOMEN PROFESSIONAL EMPLOYEES--ATTITUDES
Role model influencers of nontraditional professional women, 7-191.
Career and personal identity synthesis in professional men and women, 12-136.

WOMEN PROFESSIONAL EMPLOYEES--BIBLIOGRAPHY
Women in professional and technical occupations, 5-210.

WOMEN PROFESSIONAL EMPLOYEES--SOCIETIES
New groups for getting ahead, 6-177.

WOMEN PSYCHOLOGISTS
Research productivity and impact of male and female psychologists, 4-232.

WOMEN--RECRUITMENT
Getting and keeping women in nontraditional careers, 3-221.

WOMEN SCIENTISTS--EMPLOYMENT
Women scientists and engineers: trends in participation, 2-187.

WOMEN SCIENTISTS--STATISTICS
*Women and minorities in science and engineering, 8-175.

WOMEN SUPERVISORS
Sex and ethnic differences in the use of power, 10-126.
WOMEN'S NETWORKS
Networks: businesswomen expand their horizons, 8-61.
WORD PROCESSING
Let quality count in productivity measurement, 8-160.
WORD PROCESSING PERSONNEL
Key differences determine successful WP and DP, 2-32.
Where to get well trained word-processing operetors? 4-41.
Advanced technology and the quality of working life: the effects of word processing on video typists, 5-211.
Exploring operator satisfaction, 6-101.
Temporary help report: staffing the automated office, 8-95.
Educators stress the importance of exercise, 12-24.
Secretaries and the new technology, 12-100.
WORD PROCESSING PERSONNEL--PAY
Survey emphasizes the importance of WP supervisors, 9-40.
WORD PROCESSING PERSONNEL--SELECTION
How to test and hire WP/IS personnel, 7-160.
WORD PROCESSING PERSONNEL--TESTS
How to test and hire WP/IS personnel, 7-160.
WORD PROCESSING PERSONNEL--TRAINING
Training perscription: take the awe out of automation, 9-168.
WORK ASSIGNMENT
Avoiding intimidation: the fine art of saying no, 1-102.
WORK EXPERIENCE--RESEARCH
Adaptation to work: an exploration of processes and outcomes, 3-224.
A job is a job is a job...or is it? behavioral observations in the adolescent workplace, 9-195.
WORK MEASUREMENT
Let quality count in productivity measurement, 8-160.
WORK MEASUREMENT--ADMINISTRATION
*Federal agencies should use good measures of performance to hold managers accountable, 12-115.
WORK MEASUREMENT--RESEARCH
Measurement of perceived task characteristics, 1-105.
WORK SHARING--CASE STUDIES
Work sharing case studies, 4-91.
WORK SHARING--EVALUATION
A priori assessment of proposed new programs, 4-90.
WORK SIMPLIFICATION
Simplifying work, 4-104.
WORK-STUDY PROGRAMS
Strategy for the development of human and economic resources, 7-218.
WORK-STUDY PROGRAMS--STATISTICS
*Federal employment of cooperative education studies; FY 1979, 3-212.
WORK VALUES
Work life in the 1980s, 1-202.
Relationship between work values and the perception of the work setting, 2-108.
America now: the anthropology of a changing culture, 3-225.
Changing work force, 3-226.
What makes your employees work better? 4-239.
Job orientation of black and white college graduates in business, 5-16.
Differences in job motivation and satisfaction among female and male managers, 5-87.
Managing the end: death and dying in public organization, 5-172.
Handing over the reins; why employees should control their work lives, 5-216.
Work ethic is underemployed, 6-103.
How auto workers look at productivity measures: lessons from overseas, 7-188.
Engineering: next in line for productivity push? 8-174.
Work: postwar trends and future prospects, 9-192.
Woman MBA: a positive employment profile, 10-31.
Commitment in organizations: a normative view, 10-215.
Working free; practical alternatives to the 9 to 5 job, 11-68.
Sense of belonging, 11-176.
Work ethic of coal miners, 12-188.
WORK VALUES--COMPARATIVE STUDIES
Conventional vs. worker-owned organizations, 2-214.
Career and personal identity synthesis in professional men and women, 12-136.
WORK VALUES--CONFERENCES
Work ethic in business; proceedings ..., 3-227.
WORK VALUES--RESEARCH
On the measurement of work and leisure ethics and resultant intercorrelations, 8-204.
Work and health, 9-94.
Influence of labor market discrimination on locus of control, 9-112.
Preferred organizational climates of Type A individuals, 9-190.
Men and women at work: similarities and differences in work values within occupational groupings, 9-194.

- Job involvement as obsession-compulsion, 10-213.
- Vocational behavior and career development, 1981, 11-175.

WORKFORCE PLANNING
- Objective based human resources planning, 1-206.
- Changing work force, 3-226.
- Toward a better system of human resource planning, 3-228.
- Manpower planning systems, part 1, 3-229.
- Building blocks of human resource management, 5-148.
- Integrated model of strategic human resource planning and utilization, 5-217.
- How to beat the coming labor shortage, 6-105.
- Integrative model for human resource planning and strategic planning, 6-226.
- Goal model of human resource planning, 6-227.
- Labor market analysis for equal employment opportunity (EEO) planning, 7-64.
- Strategy for the development of human and economic resources, 7-218.
- Rationale for human resource planning, 10-216.
- Environmental issues scanning: starting a self-sustaining research program, 10-218.

WORKFORCE PLANNING--ADMINISTRATION
- *Workforce planning methodology for support of a high technology facility modernization program, 10-217.

WORKFORCE PLANNING--BIBLIOGRAPHY
- Planning for skilled manpower in the 1980's: a selected bibliography, 3-230.
- Case studies in human resource planning: an annotated bibliography, 7-229.

WORKFORCE PLANNING--CASE STUDIES
- *Application of integrated human resource planning supply-demand models, 6-225.
- Case studies in human resource planning: an annotated bibliography, 7-229.
- *Workforce planning methodology for support of a high technology facility modernization program, 10-217.

WORKING CLIMATE
- Work life in the 1980s, 1-202.
- Relationship between work values and the perception of the work setting, 2-108.
- Protecting privacy: minding your own business, 2-207.
- *Gulf of perspective, 3-107.
- How to forecast your working future, 4-236.
- Workspace; creating environments in organizations, 10-212.
- Debate over the electronic office, 12-189.

WORKING CLIMATE--RESEARCH
- Differentiating between perceived organization and work group climates, 4-234.

WORKING CONDITIONS
- CRT viewing, 1-48.
- Frustration in the workplace; the effect on productivity, 1-203.
- Frustration in the workplace; its effect on productivity, 2-171.
- Protecting privacy: minding your own business, 2-207.
- Workplace hazards--even in the office, 5-43.
- Effects of temperature, clothing, and task complexity on task performance and satisfaction, 4-237.
- *Handbook of job analysis for reasonable accommodation, 7-121.
- Working in hot environments, 8-43.
- Workspace; creating environments in organizations, 10-212.
- Technological change, 10-214.
- Successful office; how to create a workspace that's right for you, 11-174.

WORKING CONDITIONS--BIBLIOGRAPHY
- *Personnel management in remote, isolated, and confined areas 1964-September 1981; a bibliography with abstracts, 4-165.

WORKING CONDITIONS--INFORMATION SERVICES
- Conditions of work and quality of working life; a directory of institutions, 5-212.

WORKING CONDITIONS--RESEARCH
- Work attitudes in windowed vs. windowless environments, 2-106.
- Potential health hazards of video display terminals, 5-41.
- Select research reports on health issues in video display terminal operations, 5-42.

WORKS COUNCILS
- Codetermination: wave of the future? 1-139.
- Labor-management cooperation and the West German system of codetermination, 3-162.
- Workers' participation and the distribution of control as perceived by members of ten German companies, 11-102.

WORKS COUNCILS--ADMINISTRATION
- Learning from councils and productivity committees, 9-124.

WORKS COUNCILS--CASE STUDIES
- LMPTs: new hope for steel? 4-149.

WORKS COUNCILS--CASES
- Legal obstacles to alternative workforce designs, 12-110.

WORKS COUNCILS--RESEARCH
*Impact of labor-management cooperation committees on personnel policies and practices at twenty Federal bargaining units, 8-115.
WRITING IMPROVEMENT--STUDY AND TEACHING
11 myths about writing--and how trainers can debunk them, 6-207.

XYZ

YOUTH--EMPLOYMENT
Improving youth employment prospects, 5-219.
YOUTH--EMPLOYMENT--LAW AND LEGISLATION
What every supervisor should know about teen-aged workers, 5-218.
YOUTH--EMPLOYMENT--RESEARCH
Comparative study of later work experience among full-time, part-time, and unemployed male youth, 2-216.
A job is a job is a job...or is it? behavioral observations in the adolescent workplace, 9-195.
YOUTH--TRAINING
Training the troubled ones, 10-219.

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